

Discovering Discoverer



Desktop Edition.Ink

- Prerequisites
- Logging In
- Using Query Templates
- Creating Ad Hoc Queries

CMSgt Woodworth
HQ AFPC/DPPTF, Family Matters Ops Branch

Prerequisites

1). Submit User Access request to AFPC

MEMORANDUM FOR HQ AFPC/DPPTF 2 Feb 2001
550 C Street West, Ste 11
Randolph AFB, Texas 78150-4741

FROM: Your Unit/Office Symbol
 Street Mailing Address
 Base, State, ZIP Code

SUBJECT: Discoverer/Reporting Instance (RI) User Access Request.

1. Request Discoverer account creation for the following individual(s):

NAME	GRD	SSAN	DSN	EMAIL
<i>Example:</i>				
Jane Doe	MSgt	123-45-6789	487-1111	<u>Jane.doe@randolph.af.mil</u>

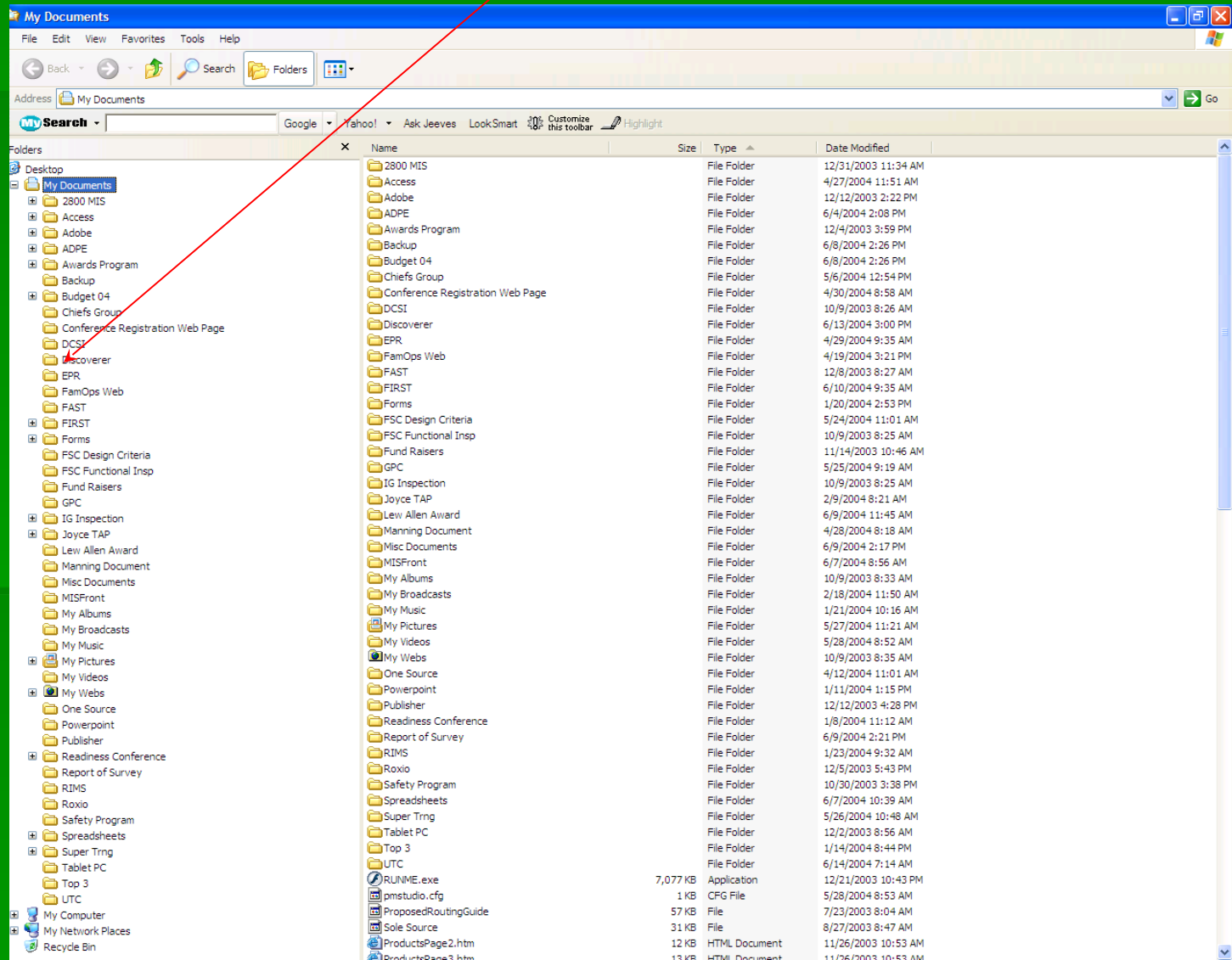
First M. Last, Grade, USAF (or DAF)
(FSC Director or MPF Commander)

Prerequisites Cont'd

- 2). Obtain Username and Password (automatically e-mailed after account created as result of request letter)
- 3). Load Discoverer software...Oracle applications must be loaded in following sequence to prevent Oracle software conflicts
 - 1) Mil-PDS...can get along without
 - 2) Discoverer 4.1
 - 3) ABSS

Query Templates

1). Create Discoverer folder.



Query Templates Cont'd

2). Browse to AFPC Home Page and select Family Operations Link.

The screenshot shows the AFPC Home Page in Microsoft Internet Explorer. The browser window title is "AFPC - Air Force Personnel Center - Microsoft Internet Explorer". The address bar shows "http://www.afpc.randolph.af.mil/". The page features a blue header with the AFPC logo and navigation links: Military, Civilian, Retiree, News Media Services, MPF-PDS Support, and Links. A "Single sign on" section explains that logging on to the Air Force Portal provides access to 14 of the most used personnel Web services. A "Frequently Visited Pages" section lists various services, including "Family Support: Family Operations | ID Cards | Casualty Support |". A "Personnel News" section on the right contains several articles, including "Reservists' retroactive reimbursement of health insurance premiums" and "PCS orders process streamlined for civilian employees". A red arrow points from the "Family Operations" link in the "Frequently Visited Pages" section to the "Family Operations" link in the "Air Force Contact Center Assistance and FAQs" section.

AFPC - Air Force Personnel Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Download Print Customize this toolbar Highlight

Address http://www.afpc.randolph.af.mil/ Go

mySearch Google Yahoo! Ask Jeeves LookSmart Customize this toolbar Highlight

AFPC Air Force Personnel Center Contact Us | Site Index | Privacy Policy

Military Civilian Retiree News Media Services MPF-PDS Support Links

AIR FORCE PORTAL!
Log in and see what's going on...

Single sign on: By logging on to the Air Force Portal, users will have "reduced sign-on" access to 14 of the most used personnel Web services, like the virtual Military Personnel Flight and civilian employment pages. The Air Force Portal is located at www.my.af.mil.

Frequently Visited Pages Site Index

- Civilian Jobs: Submit a resume or search job vacancies
- Civilian Personnel: Operations | Career Programs | Electronic Personnel Folder
- Family Support: Family Operations | ID Cards | Casualty Support |
- Military Assignments: Officer | Enlisted | AMS Login
- Military Promotions: Officer | Enlisted | Testing | Selection Board Secretariat
- Military Retirement & Separation: Eligibility | Survivor Benefit Plan | Transition Program
- Military Education and Training: Training Support | Retraining | Education Program
- Personnel Statistics: Latest Air Force Demographics | Civilian Timeliness Metrics
- Air Force Voting Program: Voting Program | Federal Voting Assistance | For Deployed Personnel

Air Force Contact Center Assistance and FAQs

Virtual MPF
Secure self-service

Civilian Personnel Online

Personnel News Public Affairs

Reservists' retroactive reimbursement of health insurance premiums
DoD employees called to active duty can now claim retroactive reimbursement of health insurance premiums paid...

Don't forget to register to vote
General elections are approaching and Air Force voting officials here want to remind everyone to register to vote...

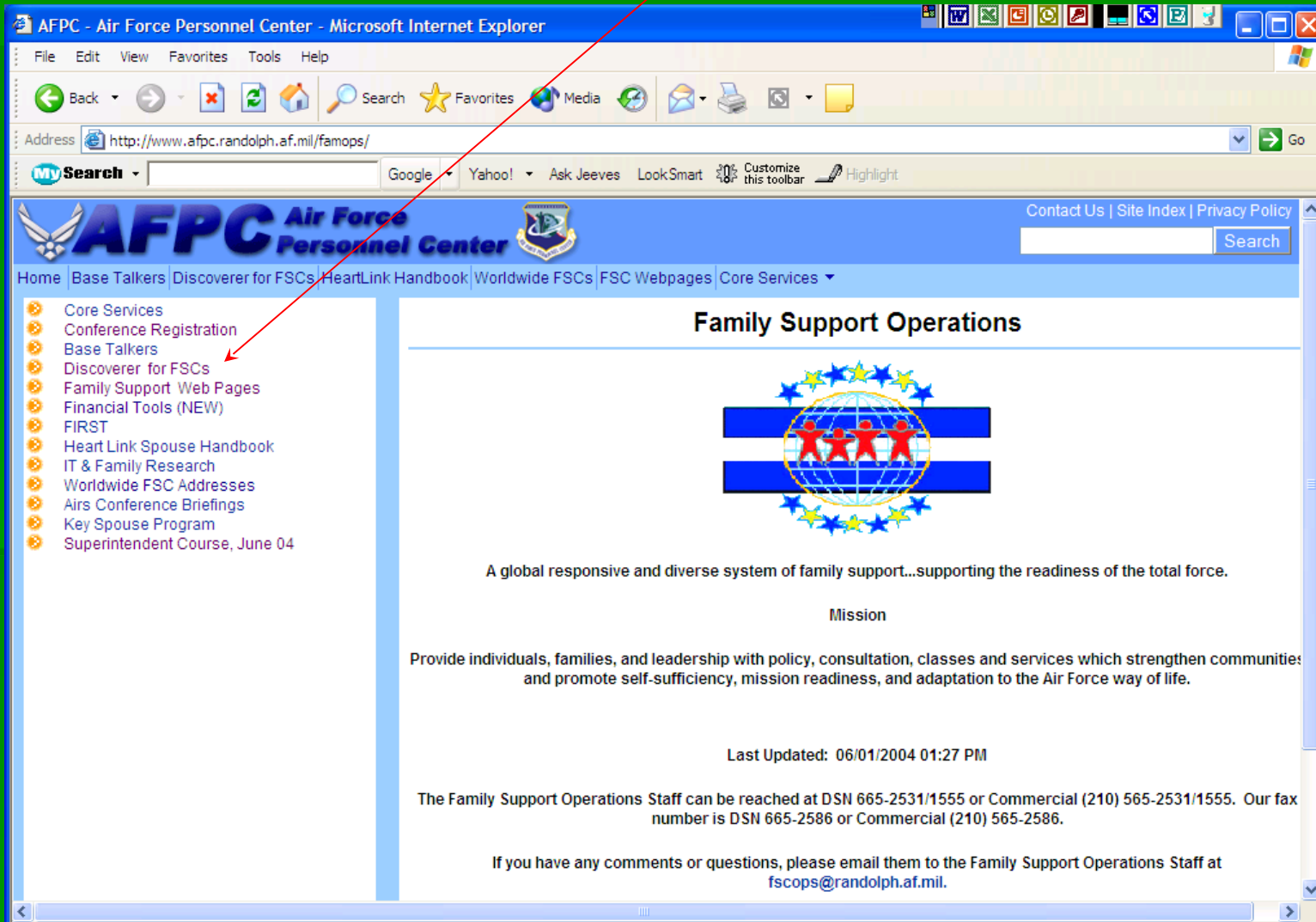
PCS orders process streamlined for civilian employees
Permanent change of station orders for Air Force civilian career program moves are now being prepared by AFPC...

Deadline set for non-rated officers to apply for developmental education
Mission support officers considering Basic Developmental Education programs in 2005 have until June 15 to apply...

Done Local intranet

Query Templates Cont'd

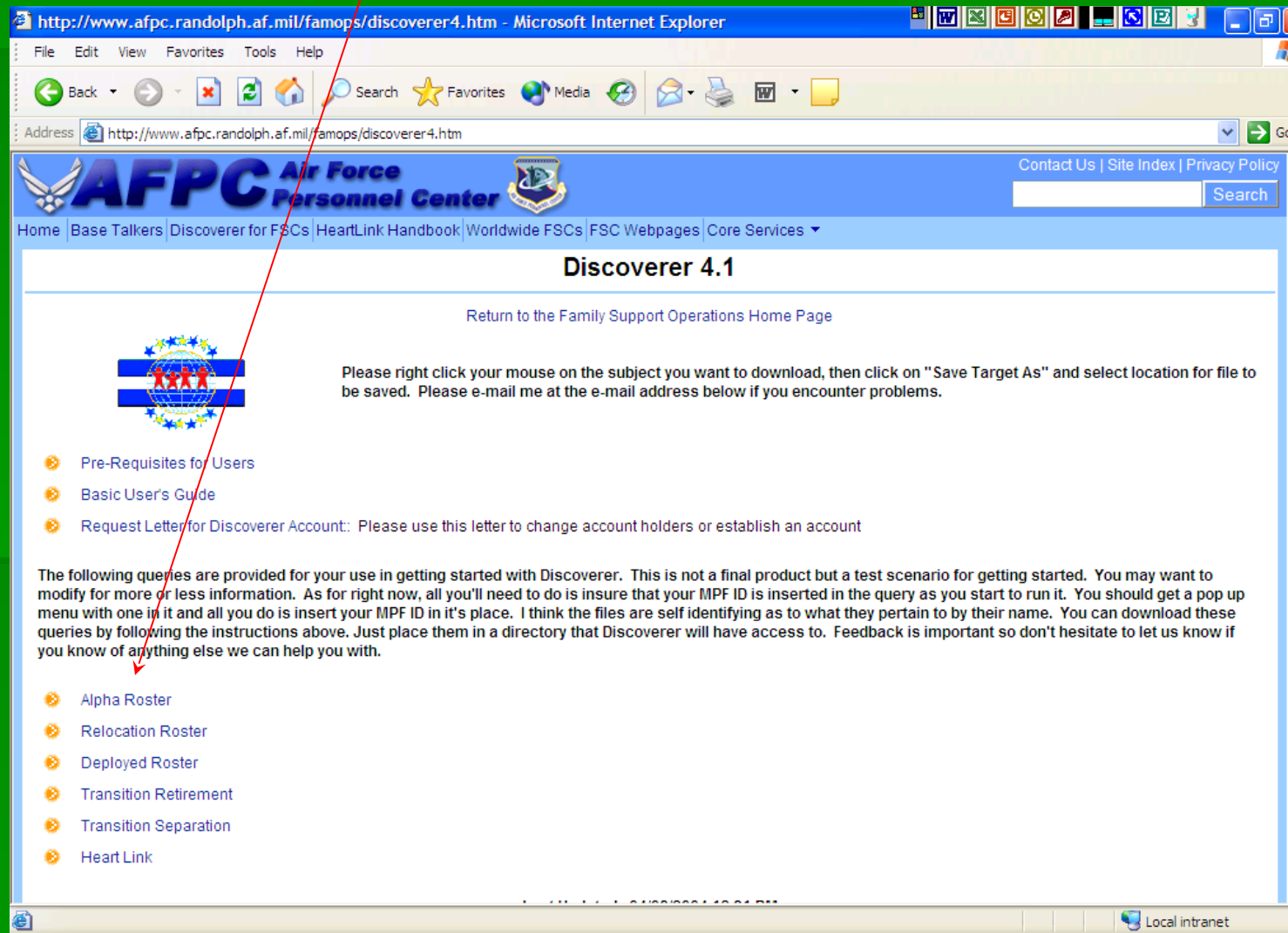
3). Select "Discoverer for FSCs" link.



The screenshot shows the AFPC Air Force Personnel Center website in Microsoft Internet Explorer. The browser's address bar displays <http://www.afpc.randolph.af.mil/famops/>. The website's header includes the AFPC logo and navigation links: Home, Base Talkers, Discoverer for FSCs, HeartLink Handbook, Worldwide FSCs, FSC Webpages, and Core Services. A left sidebar menu lists various services, with 'Discoverer for FSCs' highlighted by a red arrow. The main content area is titled 'Family Support Operations' and features a globe logo with three red figures. Below the logo, the text reads: 'A global responsive and diverse system of family support...supporting the readiness of the total force.' The 'Mission' section states: 'Provide individuals, families, and leadership with policy, consultation, classes and services which strengthen communities and promote self-sufficiency, mission readiness, and adaptation to the Air Force way of life.' The page is dated 'Last Updated: 06/01/2004 01:27 PM' and provides contact information for the Family Support Operations Staff: 'The Family Support Operations Staff can be reached at DSN 665-2531/1555 or Commercial (210) 565-2531/1555. Our fax number is DSN 665-2586 or Commercial (210) 565-2586.' A footer note says: 'If you have any comments or questions, please email them to the Family Support Operations Staff at fscops@randolph.af.mil.'

Query Templates Cont'd

4). Select a Query.



http://www.afpc.randolph.af.mil/famops/discoverer4.htm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print TV

Address http://www.afpc.randolph.af.mil/famops/discoverer4.htm

AFPC Air Force Personnel Center

Contact Us | Site Index | Privacy Policy

Home | Base Talkers | Discoverer for FSCs | HeartLink Handbook | Worldwide FSCs | FSC Webpages | Core Services

Discoverer 4.1

[Return to the Family Support Operations Home Page](#)

Please right click your mouse on the subject you want to download, then click on "Save Target As" and select location for file to be saved. Please e-mail me at the e-mail address below if you encounter problems.

- Pre-Requisites for Users
- Basic User's Guide
- Request Letter for Discoverer Account: Please use this letter to change account holders or establish an account

The following queries are provided for your use in getting started with Discoverer. This is not a final product but a test scenario for getting started. You may want to modify for more or less information. As for right now, all you'll need to do is insure that your MPF ID is inserted in the query as you start to run it. You should get a pop up menu with one in it and all you do is insert your MPF ID in it's place. I think the files are self identifying as to what they pertain to by their name. You can download these queries by following the instructions above. Just place them in a directory that Discoverer will have access to. Feedback is important so don't hesitate to let us know if you know of anything else we can help you with.

- Alpha Roster
- Relocation Roster
- Deployed Roster
- Transition Retirement
- Transition Separation
- Heart Link

Local intranet

Query Templates Cont'd

5). Click "Save" button to save query file to Discoverer Folder

The screenshot shows a Microsoft Internet Explorer browser window displaying the AFPC Air Force Personnel Center website. The address bar shows the URL: <http://www.afpc.randolph.af.mil/famops/discoverer4.htm>. The website header includes the AFPC logo, navigation links (Home, Base Talkers, Discoverer for FSCs, HeartLink Handbook, Worldwide FSCs, FSC Webpages, Core Services), and a search bar. The main content area is titled "Discoverer 4.1" and features a "File Download" dialog box. The dialog box contains the following information:

- File name: Familysupportalpha.DIS
- File type: Oracle Discoverer Document
- From: www.afpc.randolph.af.mil

The dialog box asks: "Would you like to open the file or save it to your computer?" with buttons for "Open", "Save", "Cancel", and "More Info". A red arrow points to the "Save" button. Below the buttons, there is a checkbox labeled "Always ask before opening this type of file" which is checked.

The background website content includes a list of links on the left: "Pre-Requisites for Users", "Basic User's Guide", "Request Letter for Discoverer Account: Please", "Alpha Roster", "Relocation Roster", "Deployed Roster", "Transition Retirement", "Transition Separation", and "Heart Link".

Query Templates Cont'd

6). Browse to Discoverer folder and click "Save" button.

The screenshot shows the AFPC Air Force Personnel Center Discoverer 4.1 web application in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <http://www.afpc.randolph.af.mil/famops/discoverer4.htm>. The page features the AFPC logo and navigation links such as Home, Base Talkers, Discoverer for FSCs, HeartLink Handbook, Worldwide FSCs, FSC Webpages, and Core Services. A search bar is located in the top right corner.

A "Save As" dialog box is open over the main content area. The "Save in:" field is set to "Discoverer". The file list contains the following items:

- Alpha First Enl.DIS
- Alpha First Off.DIS
- AlphaFirstEnl-A.DIS
- AlphaFirstEnl-New.DIS
- AlphaFirstOff-New.DIS
- Commanders Peterson.DIS
- Commanders.DIS
- DOR.DIS
- FIRST IMPORT.DIS
- FIRST NEW.DIS

The "File name:" field is set to "Familysupportalpha.DIS" and the "Save as type:" is set to "Oracle Discoverer Document". The "Save" button is highlighted with a red arrow. Another red arrow points from the "Save" button in the dialog box to the "Save" button in the browser's address bar.

On the left side of the page, there is a section titled "Discoverer 4.1" with a list of links:

- Pre-Requisites for Users
- Basic User's Guide
- Request Letter for Discoverer Access

Below this list, a paragraph states: "The following queries are provided for you to modify for more or less information. Select a query from the menu with one in it and all you do is input the information and you can run the queries by following the instructions. If you know of anything else we can help you with, please let us know."

At the bottom of the page, there is a list of links:

- Alpha Roster
- Relocation Roster
- Deployed Roster
- Transition Retirement
- Transition Separation
- Heart Link

On the right side of the page, there is a text block that reads: "As" and select location for file to

At the bottom right, there is a text block that reads: "g started. You may want to run it. You should get a pop up message. You can download these files. If you don't hesitate to let us know if

Query Templates Cont'd

7). Click "Close" Button when download completed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AFPC (Air Force Personnel Center) Discoverer 4.1 website. The browser's address bar shows the URL: <http://www.afpc.randolph.af.mil/famops/discoverer4.htm>. The website header includes the AFPC logo and navigation links: Home, Base Talkers, Discoverer for FSCs, HeartLink Handbook, Worldwide FSCs, FSC Webpages, and Core Services. A search bar is also present.

A "Download complete" dialog box is overlaid on the website. The dialog box contains the following information:

- Download Complete**
- Saved:** Familiesupportalpha.DIS from www.afpc.randolph.af.mil
- Downloaded:** 48.0 KB in 1 sec
- Download to:** C:\Documents and Settings\...\DOR.DIS
- Transfer rate:** 48.0 KB/Sec
- ☐ Close this dialog box when download completes
- Buttons: Open, Open Folder, Close

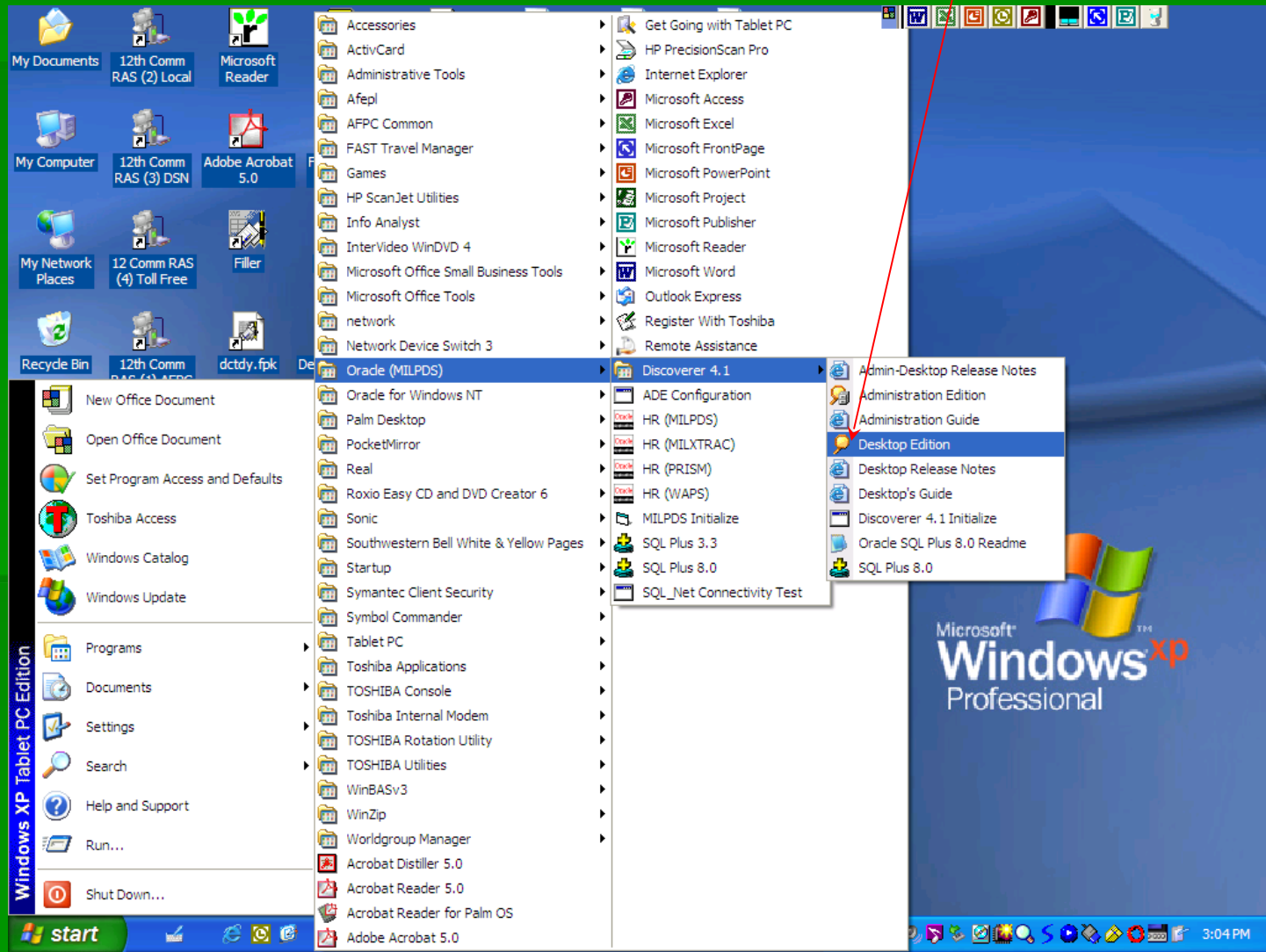
A red arrow points from the "Close" button in the dialog box to the instruction in the text above the screenshot: "Click 'Close' Button when download completed."

The website content includes a section titled "Discoverer 4.1" with a list of links: Pre-Requisites for Users, Basic User's Guide, and Request Letter for Discoverer Account. Below this, a paragraph states: "The following queries are provided for your use in modify for more or less information. As for right menu with one in it and all you do is insert your MF queries by following the instructions above. Just place them in a directory that Discoverer will have access to. Feedback is important so don't hesitate to let us know if you know of anything else we can help you with."

At the bottom of the page, there is a list of query templates: Alpha Roster, Relocation Roster, Deployed Roster, Transition Retirement, Transition Separation, and Heart Link.

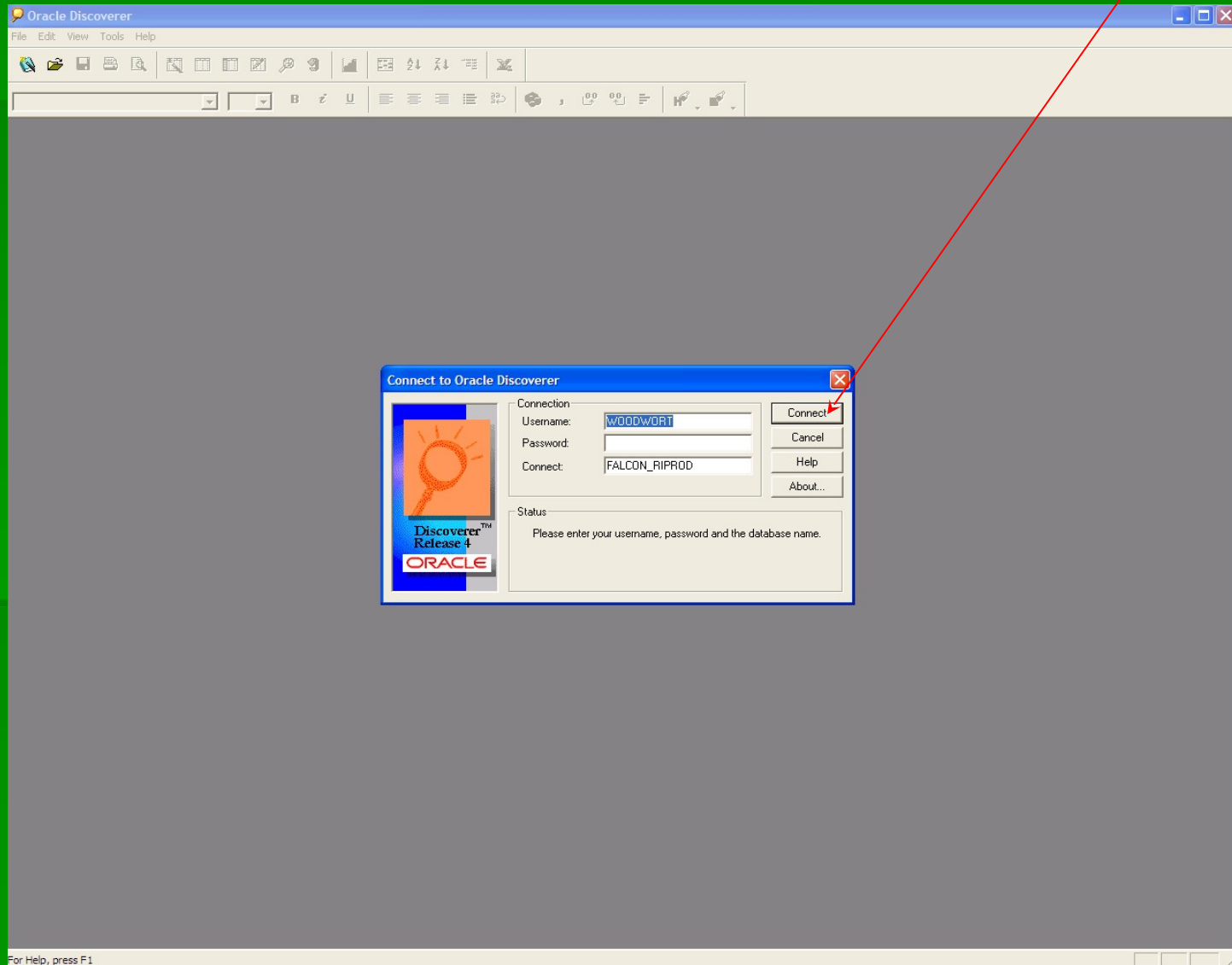
Query Templates Cont'd

8). Open Discoverer by selecting "Discoverer Edition" from "Start/Programs/Oracle (MILPDS)/Discoverer 4.1."



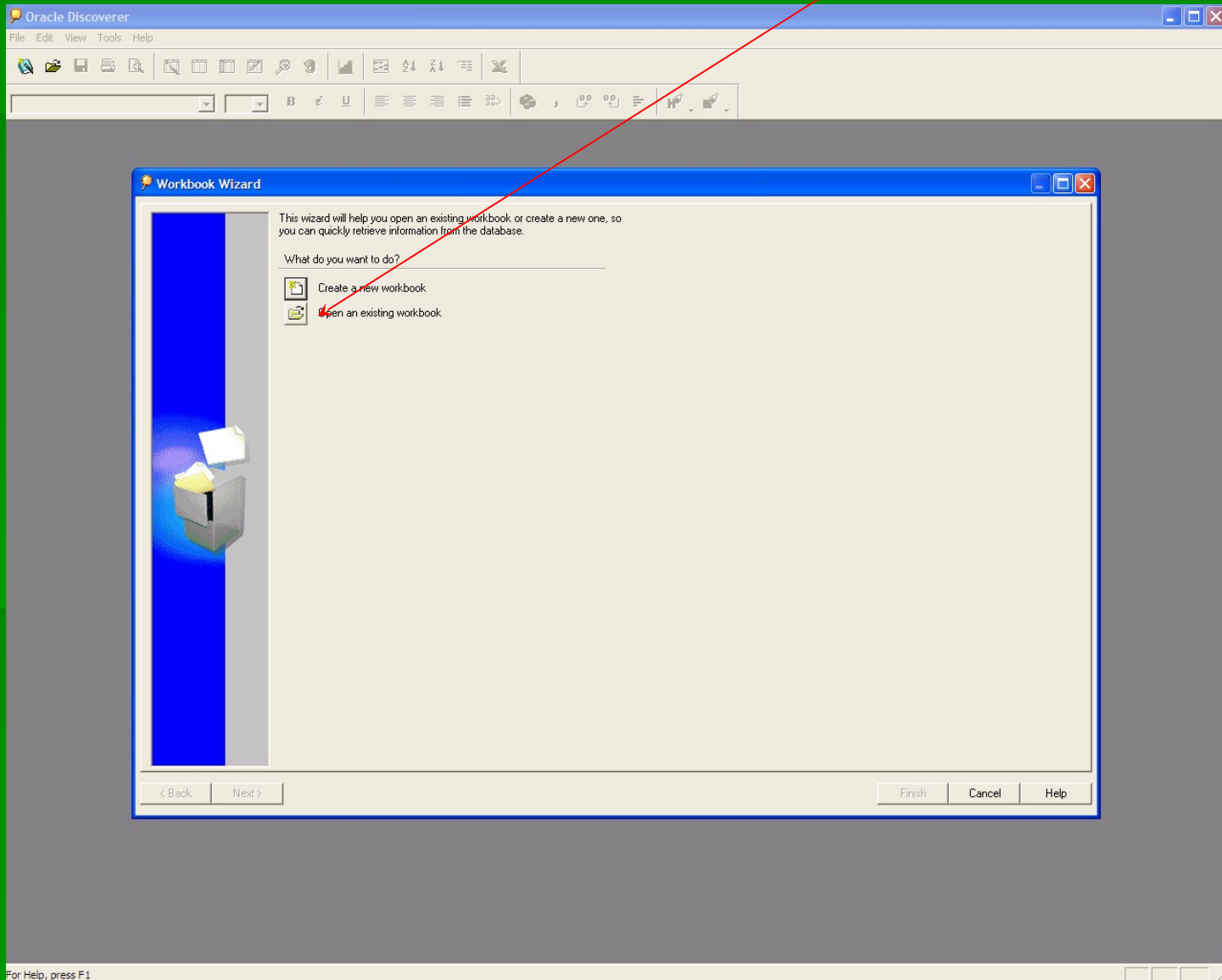
Query Templates Cont'd

9). Enter Username and Password and click “Connect” button.



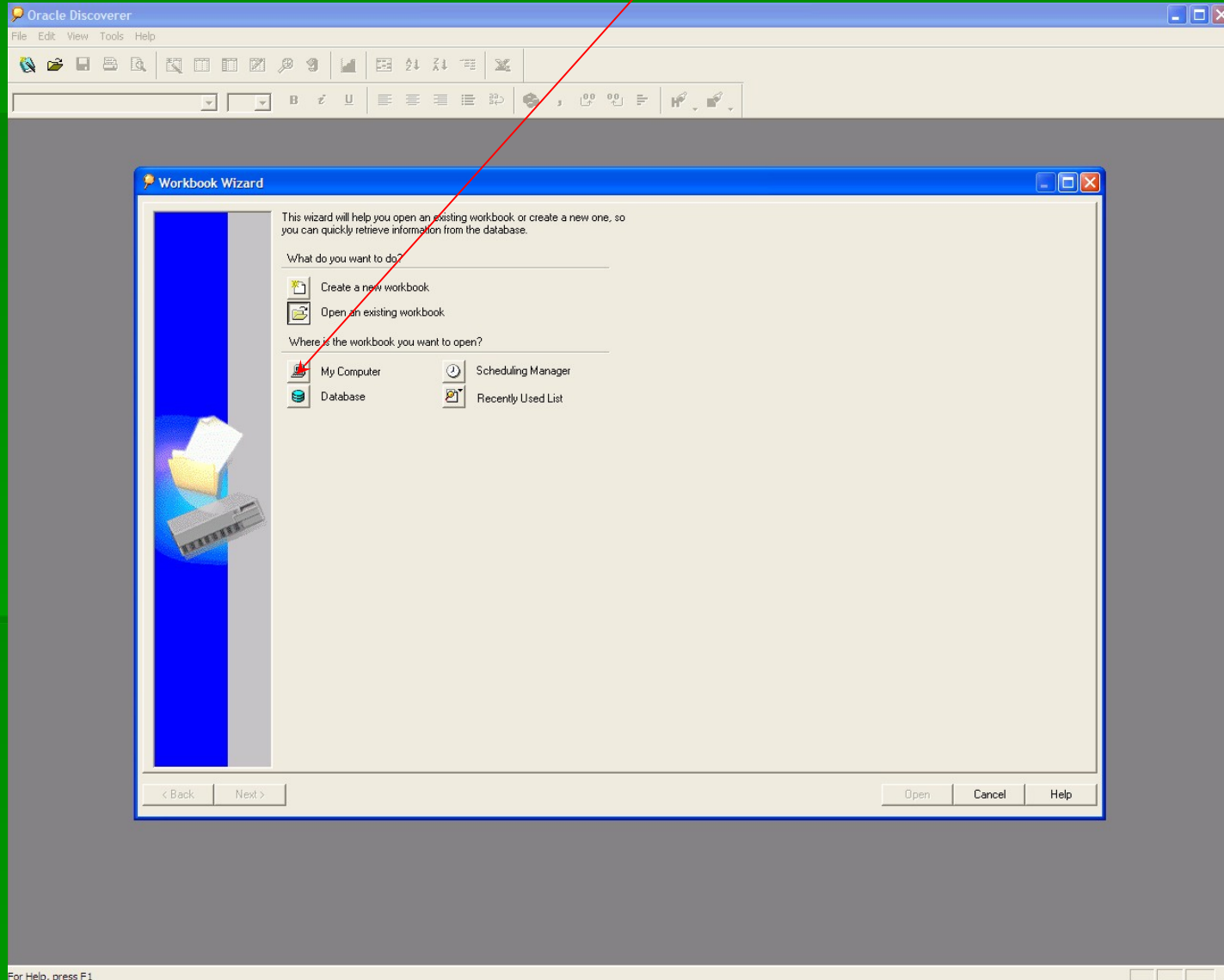
Query Templates Cont'd

10). Click “Open an existing workbook” button.



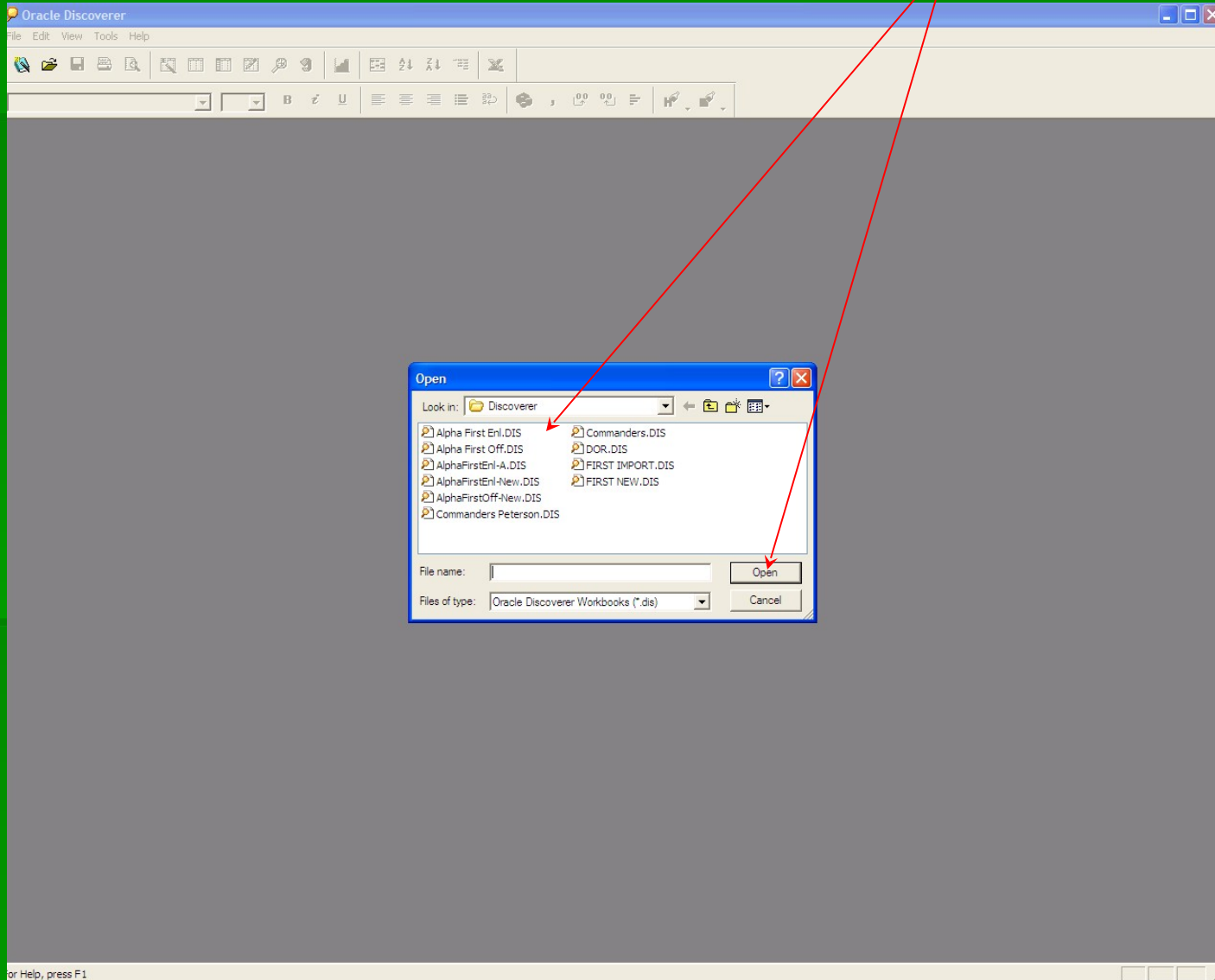
Query Templates Cont'd

11). Select “My Computer” button.



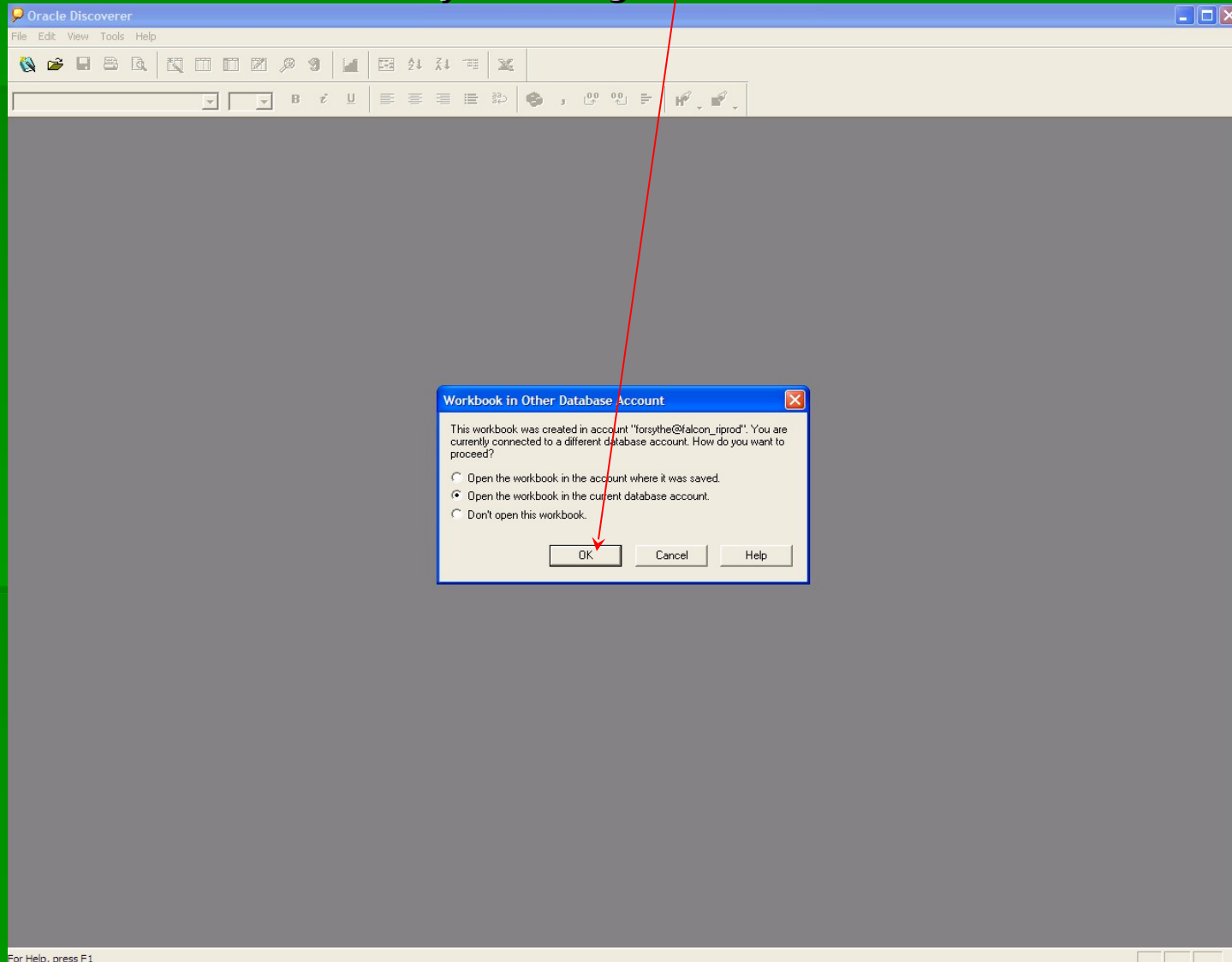
Query Templates Cont'd

12). Select desired query and click “Open” button.



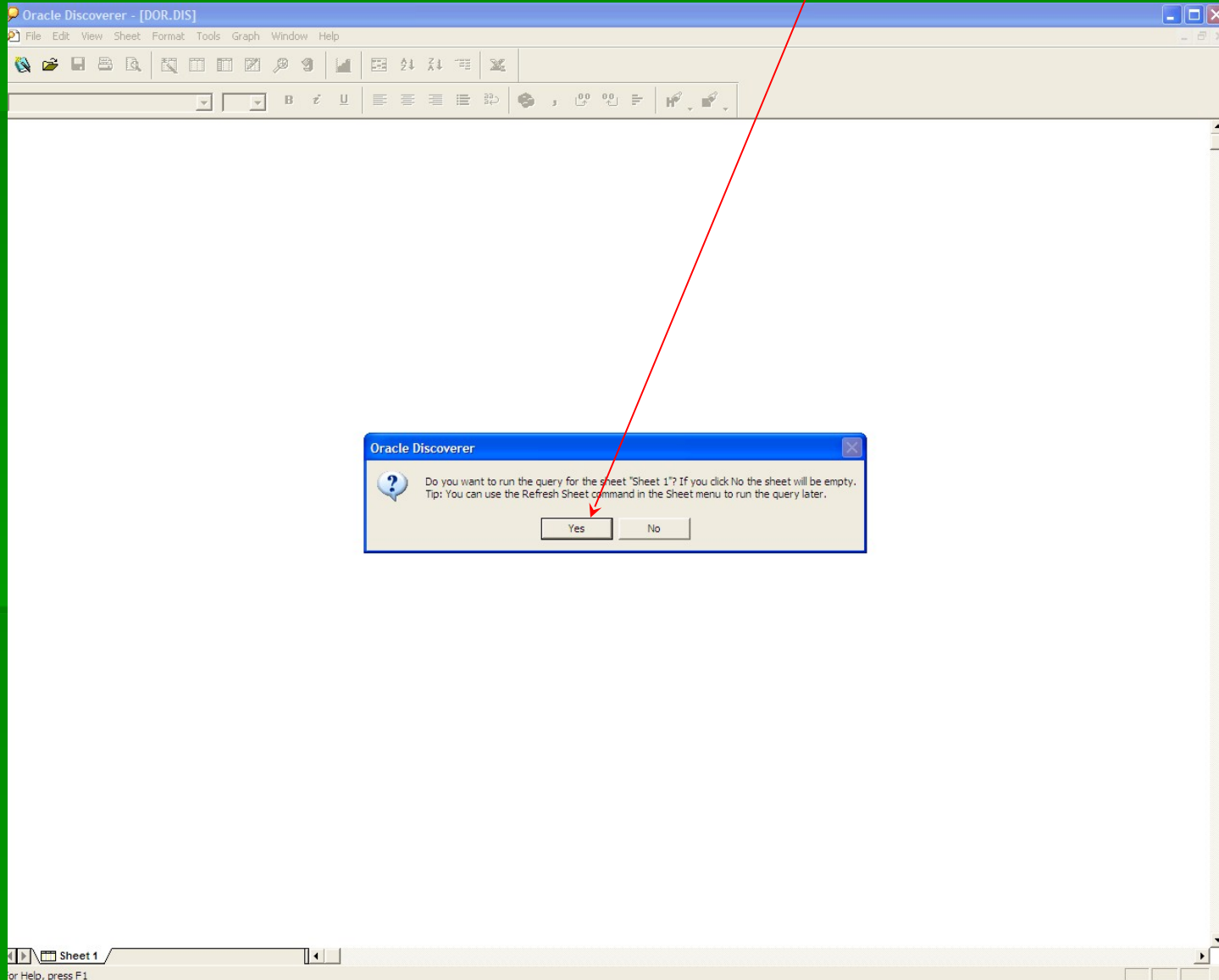
Query Templates Cont'd

13). Accept default selection "Open the worksheet in the current database account" by clicking the "OK" button.



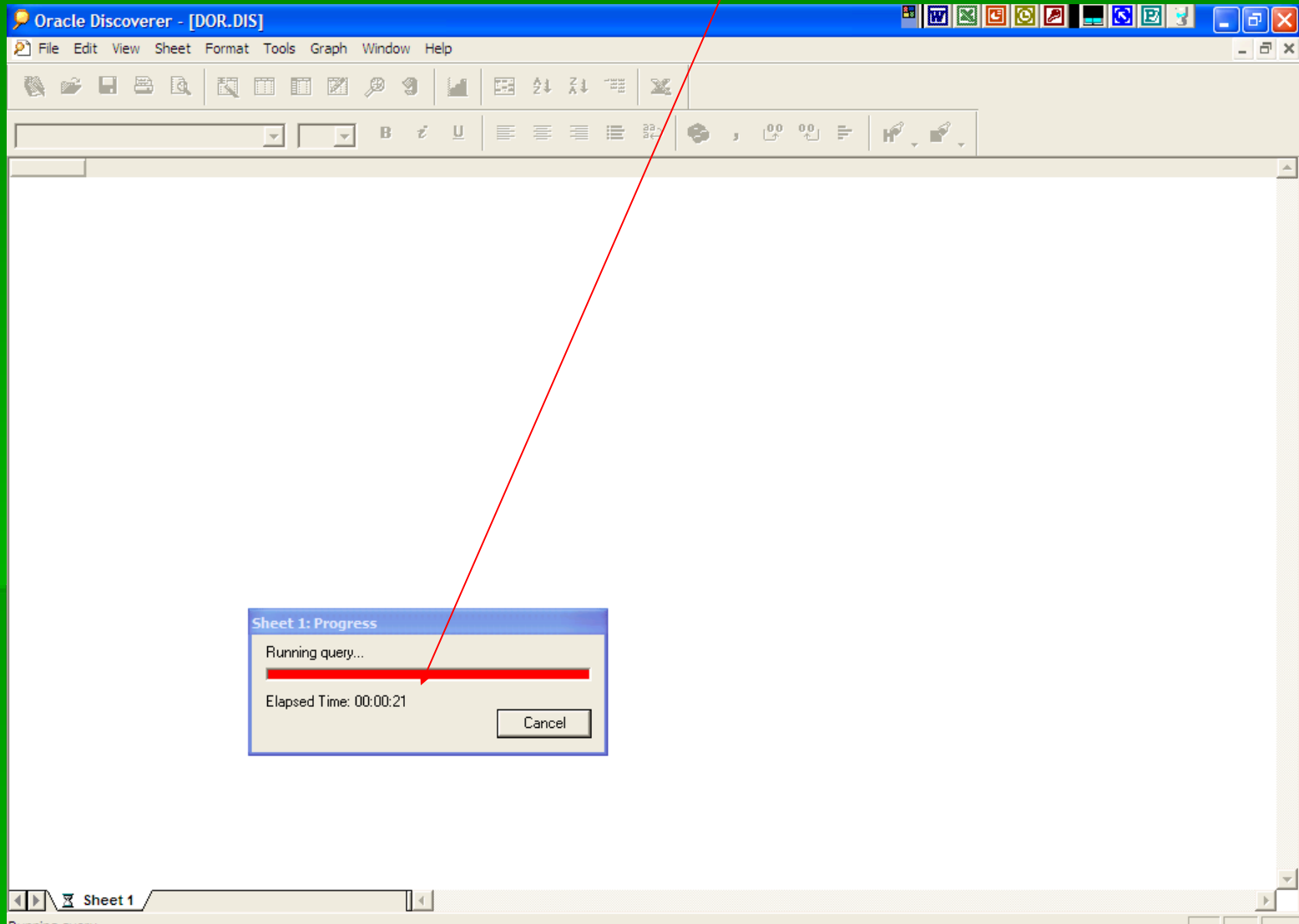
Query Templates Cont'd

14). Click the “Yes” button to run the query.



Query Templates Cont'd

15). Query runs...provides time estimate.



Query Templates Cont'd

16). Query results.

Oracle Discoverer - [DOR.DIS]

File Edit View Sheet Format Tools Graph Window Help

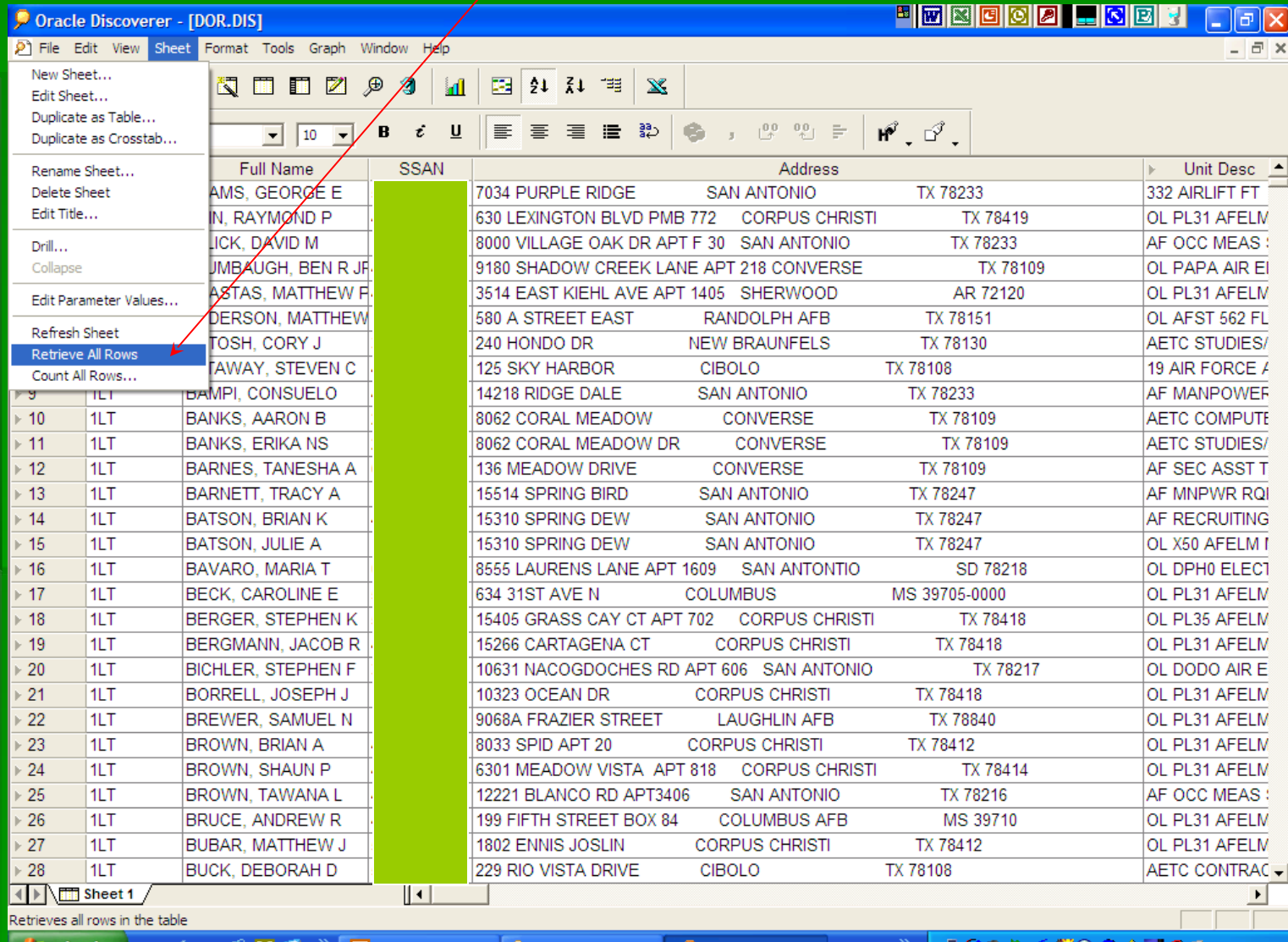
Font: Arial, Size: 10, Bold, Italic, Underline, Text Color, Background Color, Paragraph, Print, Copy, Paste, Undo, Redo, Find, Replace, Zoom, Window, Help

	Grade Desc	Full Name	SSAN	Address			Unit Desc
1	1LT	ADAMS, GEORGE E		7034 PURPLE RIDGE	SAN ANTONIO	TX 78233	332 AIRLIFT FT
2	1LT	AKIN, RAYMOND P		630 LEXINGTON BLVD PMB 772	CORPUS CHRISTI	TX 78419	OL PL31 AFELM
3	1LT	ALLICK, DAVID M		8000 VILLAGE OAK DR APT F 30	SAN ANTONIO	TX 78233	AF OCC MEAS :
4	1LT	ALUMBAUGH, BEN R J		9180 SHADOW CREEK LANE APT 218	CONVERSE	TX 78109	OL PAPA AIR EI
5	1LT	ANASTAS, MATTHEW I		3514 EAST KIEHL AVE APT 1405	SHERWOOD	AR 72120	OL PL31 AFELM
6	1LT	ANDERSON, MATTHEW		580 A STREET EAST	RANDOLPH AFB	TX 78151	OL AFST 562 FL
7	1LT	ANTOSH, CORY J		240 HONDO DR	NEW BRAUNFELS	TX 78130	AETC STUDIES/
8	1LT	ATTAWAY, STEVEN C		125 SKY HARBOR	CIBOLO	TX 78108	19 AIR FORCE /
9	1LT	BAMPI, CONSUELO		14218 RIDGE DALE	SAN ANTONIO	TX 78233	AF MANPOWER
10	1LT	BANKS, AARON B		8062 CORAL MEADOW	CONVERSE	TX 78109	AETC COMPUTE
11	1LT	BANKS, ERIKA NS		8062 CORAL MEADOW DR	CONVERSE	TX 78109	AETC STUDIES/
12	1LT	BARNES, TANESHA A		136 MEADOW DRIVE	CONVERSE	TX 78109	AF SEC ASST T
13	1LT	BARNETT, TRACY A		15514 SPRING BIRD	SAN ANTONIO	TX 78247	AF MNPWR RQI
14	1LT	BATSON, BRIAN K		15310 SPRING DEW	SAN ANTONIO	TX 78247	AF RECRUITING
15	1LT	BATSON, JULIE A		15310 SPRING DEW	SAN ANTONIO	TX 78247	OL X50 AFELM I
16	1LT	BAVARO, MARIA T		8555 LAURENS LANE APT 1609	SAN ANTONIO	SD 78218	OL DPH0 ELECT
17	1LT	BECK, CAROLINE E		634 31ST AVE N	COLUMBUS	MS 39705-0000	OL PL31 AFELM
18	1LT	BERGER, STEPHEN K		15405 GRASS CAY CT APT 702	CORPUS CHRISTI	TX 78418	OL PL35 AFELM
19	1LT	BERGMANN, JACOB R		15266 CARTAGENA CT	CORPUS CHRISTI	TX 78418	OL PL31 AFELM
20	1LT	BICHLER, STEPHEN F		10631 NACOGDOCHES RD APT 606	SAN ANTONIO	TX 78217	OL DODO AIR E
21	1LT	BORRELL, JOSEPH J		10323 OCEAN DR	CORPUS CHRISTI	TX 78418	OL PL31 AFELM
22	1LT	BREWER, SAMUEL N		9068A FRAZIER STREET	LAUGHLIN AFB	TX 78840	OL PL31 AFELM
23	1LT	BROWN, BRIAN A		8033 SPID APT 20	CORPUS CHRISTI	TX 78412	OL PL31 AFELM
24	1LT	BROWN, SHAUN P		6301 MEADOW VISTA APT 818	CORPUS CHRISTI	TX 78414	OL PL31 AFELM
25	1LT	BROWN, TAWANA L		12221 BLANCO RD APT3406	SAN ANTONIO	TX 78216	AF OCC MEAS :
26	1LT	BRUCE, ANDREW R		199 FIFTH STREET BOX 84	COLUMBUS AFB	MS 39710	OL PL31 AFELM
27	1LT	BUBAR, MATTHEW J		1802 ENNIS JOSLIN	CORPUS CHRISTI	TX 78412	OL PL31 AFELM
28	1LT	BUCK, DEBORAH D		229 RIO VISTA DRIVE	CIBOLO	TX 78108	AETC CONTRAC

Sheet 1

Query Templates Cont'd

17). Must retrieve all rows of data (only 100 rows displayed).
Select "Sheet/Retrieve All Rows".



The screenshot shows the Oracle Discoverer application window titled "Oracle Discoverer - [DOR.DIS]". The menu bar includes File, Edit, View, Sheet, Format, Tools, Graph, Window, and Help. The "Sheet" menu is open, displaying options: New Sheet..., Edit Sheet..., Duplicate as Table..., Duplicate as Crosstab..., Rename Sheet..., Delete Sheet, Edit Title..., Drill..., Collapse, Edit Parameter Values..., Refresh Sheet, Retrieve All Rows (highlighted with a red arrow), and Count All Rows... The main area displays a table with columns: Full Name, SSAN, Address, and Unit Desc. The table contains 28 rows of data. The status bar at the bottom indicates "Retrieves all rows in the table".

	Full Name	SSAN	Address	Unit Desc
	AMS, GEORGE E		7034 PURPLE RIDGE SAN ANTONIO TX 78233	332 AIRLIFT FT
	IN, RAYMOND P		630 LEXINGTON BLVD PMB 772 CORPUS CHRISTI TX 78419	OL PL31 AFELM
	ICK, DAVID M		8000 VILLAGE OAK DR APT F 30 SAN ANTONIO TX 78233	AF OCC MEAS :
	UMBAUGH, BEN R JR		9180 SHADOW CREEK LANE APT 218 CONVERSE TX 78109	OL PAPA AIR EI
	ASTAS, MATTHEW F		3514 EAST KIEHL AVE APT 1405 SHERWOOD AR 72120	OL PL31 AFELM
	DERSON, MATTHEW		580 A STREET EAST RANDOLPH AFB TX 78151	OL AFST 562 FL
	TOSH, CORY J		240 HONDO DR NEW BRAUNFELS TX 78130	AETC STUDIES/
	AWAY, STEVEN C		125 SKY HARBOR CIBOLO TX 78108	19 AIR FORCE /
	BAMPI, CONSUELO		14218 RIDGE DALE SAN ANTONIO TX 78233	AF MANPOWEF
10	1LT BANKS, AARON B		8062 CORAL MEADOW CONVERSE TX 78109	AETC COMPUTE
11	1LT BANKS, ERIKA NS		8062 CORAL MEADOW DR CONVERSE TX 78109	AETC STUDIES/
12	1LT BARNES, TANESHA A		136 MEADOW DRIVE CONVERSE TX 78109	AF SEC ASST T
13	1LT BARNETT, TRACY A		15514 SPRING BIRD SAN ANTONIO TX 78247	AF MNPWR RQI
14	1LT BATSON, BRIAN K		15310 SPRING DEW SAN ANTONIO TX 78247	AF RECRUITING
15	1LT BATSON, JULIE A		15310 SPRING DEW SAN ANTONIO TX 78247	OL X50 AFELM I
16	1LT BAVARO, MARIA T		8555 LAURENS LANE APT 1609 SAN ANTONIO SD 78218	OL DPH0 ELECT
17	1LT BECK, CAROLINE E		634 31ST AVE N COLUMBUS MS 39705-0000	OL PL31 AFELM
18	1LT BERGER, STEPHEN K		15405 GRASS CAY CT APT 702 CORPUS CHRISTI TX 78418	OL PL35 AFELM
19	1LT BERGMANN, JACOB R		15266 CARTAGENA CT CORPUS CHRISTI TX 78418	OL PL31 AFELM
20	1LT BICHLER, STEPHEN F		10631 NACOGDOCHES RD APT 606 SAN ANTONIO TX 78217	OL DODO AIR E
21	1LT BORRELL, JOSEPH J		10323 OCEAN DR CORPUS CHRISTI TX 78418	OL PL31 AFELM
22	1LT BREWER, SAMUEL N		9068A FRAZIER STREET LAUGHLIN AFB TX 78840	OL PL31 AFELM
23	1LT BROWN, BRIAN A		8033 SPID APT 20 CORPUS CHRISTI TX 78412	OL PL31 AFELM
24	1LT BROWN, SHAUN P		6301 MEADOW VISTA APT 818 CORPUS CHRISTI TX 78414	OL PL31 AFELM
25	1LT BROWN, TAWANA L		12221 BLANCO RD APT3406 SAN ANTONIO TX 78216	AF OCC MEAS :
26	1LT BRUCE, ANDREW R		199 FIFTH STREET BOX 84 COLUMBUS AFB MS 39710	OL PL31 AFELM
27	1LT BUBAR, MATTHEW J		1802 ENNIS JOSLIN CORPUS CHRISTI TX 78412	OL PL31 AFELM
28	1LT BUCK, DEBORAH D		229 RIO VISTA DRIVE CIBOLO TX 78108	AETC CONTRAC

Query Templates Cont'd

18). Export to Excel to better format/manipulate data outside of Discoverer tool. Select "File/Export".

The screenshot shows the Oracle Discoverer application window titled "Oracle Discoverer - [DOR.DIS]". The "File" menu is open, and the "Export..." option is highlighted. The main data table is visible, showing columns: Name, SSAN, Address, and Unit Desc. The data is organized into rows, with some rows expanded to show details. The status bar at the bottom indicates "Exports data from the active workbook to another file format".

	Name	SSAN	Address	Unit Desc
	GEORGE E		7034 PURPLE RIDGE SAN ANTONIO TX 78233	332 AIRLIFT FT
	YMOND P		630 LEXINGTON BLVD PMB 772 CORPUS CHRISTI TX 78419	OL PL31 AFELM
	AVID M		8000 VILLAGE OAK DR APT F 30 SAN ANTONIO TX 78233	AF OCC MEAS :
	IGH, BEN R J		9180 SHADOW CREEK LANE APT 218 CONVERSE TX 78109	OL PAPA AIR EI
	, MATTHEW I		3514 EAST KIEHL AVE APT 1405 SHERWOOD AR 72120	OL PL31 AFELM
	ON, MATTHEV		580 A STREET EAST RANDOLPH AFB TX 78151	OL AFST 562 FL
	CORY J		240 HONDO DR NEW BRAUNFELS TX 78130	AETC STUDIES/
	, STEVEN C		125 SKY HARBOR CIBOLO TX 78108	19 AIR FORCE /
	ONSUELO		14218 RIDGE DALE SAN ANTONIO TX 78233	AF MANPOWER
	ARON B		8062 CORAL MEADOW CONVERSE TX 78109	AETC COMPUTE
	RIKA NS		8062 CORAL MEADOW DR CONVERSE TX 78109	AETC STUDIES/
	TANESHA A		136 MEADOW DRIVE CONVERSE TX 78109	AF SEC ASST T
	TRACY A		15514 SPRING BIRD SAN ANTONIO TX 78247	AF MNPWR RQI
	BRIAN K		15310 SPRING DEW SAN ANTONIO TX 78247	AF RECRUITING
	JULIE A		15310 SPRING DEW SAN ANTONIO TX 78247	OL X50 AFELM I
16	1LT	BAVARO, MARIA T	8555 LAURENS LANE APT 1609 SAN ANTONIO SD 78218	OL DPH0 ELECT
17	1LT	BECK, CAROLINE E	634 31ST AVE N COLUMBUS MS 39705-0000	OL PL31 AFELM
18	1LT	BERGER, STEPHEN K	15405 GRASS CAY CT APT 702 CORPUS CHRISTI TX 78418	OL PL35 AFELM
19	1LT	BERGMANN, JACOB R	15266 CARTAGENA CT CORPUS CHRISTI TX 78418	OL PL31 AFELM
20	1LT	BICHLER, STEPHEN F	10631 NACOGDOCHES RD APT 606 SAN ANTONIO TX 78217	OL DODO AIR E
21	1LT	BORRELL, JOSEPH J	10323 OCEAN DR CORPUS CHRISTI TX 78418	OL PL31 AFELM
22	1LT	BREWER, SAMUEL N	9068A FRAZIER STREET LAUGHLIN AFB TX 78840	OL PL31 AFELM
23	1LT	BROWN, BRIAN A	8033 SPID APT 20 CORPUS CHRISTI TX 78412	OL PL31 AFELM
24	1LT	BROWN, SHAUN P	6301 MEADOW VISTA APT 818 CORPUS CHRISTI TX 78414	OL PL31 AFELM
25	1LT	BROWN, TAWANA L	12221 BLANCO RD APT3406 SAN ANTONIO TX 78216	AF OCC MEAS :
26	1LT	BRUCE, ANDREW R	199 FIFTH STREET BOX 84 COLUMBUS AFB MS 39710	OL PL31 AFELM
27	1LT	BUBAR, MATTHEW J	1802 ENNIS JOSLIN CORPUS CHRISTI TX 78412	OL PL31 AFELM
28	1LT	BUCK, DEBORAH D	229 RIO VISTA DRIVE CIBOLO TX 78108	AETC CONTRAC

Query Templates - End

19). Select "All Sheets", browse/select your Discoverer folder and click "Finish" button.

Oracle Discoverer - [DOR.DIS]

File Edit View Sheet Format Tools Graph Window Help

What do you want to export?

- ☐ Current Sheet
- ☒ All Sheets
- ☐ Selection
- ☐ Graph

What export format do you want?

Microsoft Excel Workbook (*.xls)

Where do you want to save the file?

C:\Documents and Settings\Patrick.Woodworth

Browse...

Finish Cancel Help

	Grade Desc	Full Name	SSAN	Address	Unit Desc
1	1LT	ADAMS, GEORGE E	553-91-4583	7034 PURPLE RIDGE SAN ANTONIO TX 78233	332 AIRLIFT FT
2	1LT	AKIN, RAYMOND P	445-78-5319	630 LEXINGTON BLVD PMB 772 CORPUS CHRISTI TX 78419	OL PL31 AFELM
3	1LT	ALLICK, DAVID M	172-66-9344	8000 VILLAGE OAK DR APT F 30 SAN ANTONIO TX 78233	AF OCC MEAS :
4	1LT	ALUMBAUGH, BE			TX 78109
5	1LT	ANASTAS, MATTH			TX 78109
6	1LT	ANDERSON, MAT			72120
7	1LT	ANTOSH, CORY J			1
8	1LT	ATTAWAY, STEV			0
9	1LT	BAMPI, CONSUE			
10	1LT	BANKS, AARON S			09
11	1LT	BANKS, ERIKA N			109
12	1LT	BARNES, TANES			0
13	1LT	BARNETT, TRACY			
14	1LT	BATSON, BRIAN I			
15	1LT	BATSON, JULIE A			
16	1LT	BAVARO, MARIA			
17	1LT	BECK, CAROLINE			
18	1LT	BERGER, STEPH			
19	1LT	BERGMANN, JAC			
20	1LT	BICHLER, STEPH			
21	1LT	BORRELL, JOSEPH J	189-68-7224	10323 OCEAN DR CORPUS CHRISTI TX 78418	OL PL31 AFELM
22	1LT	BREWER, SAMUEL N	117-74-2471	9068A FRAZIER STREET LAUGHLIN AFB TX 78840	OL PL31 AFELM
23	1LT	BROWN, BRIAN A	408-33-6726	8033 SPID APT 20 CORPUS CHRISTI TX 78412	OL PL31 AFELM
24	1LT	BROWN, SHAUN P	470-96-3664	6301 MEADOW VISTA APT 818 CORPUS CHRISTI TX 78414	OL PL31 AFELM
25	1LT	BROWN, TAWANA L	449-33-6186	12221 BLANCO RD APT3406 SAN ANTONIO TX 78216	AF OCC MEAS :
26	1LT	BRUCE, ANDREW R	435-65-5351	199 FIFTH STREET BOX 84 COLUMBUS AFB MS 39710	OL PL31 AFELM
27	1LT	BUBAR, MATTHEW J	592-56-8372	1802 ENNIS JOSLIN CORPUS CHRISTI TX 78412	OL PL31 AFELM
28	1LT	BUCK, DEBORAH D	587-25-8733	229 RIO VISTA DRIVE CIBOLO TX 78108	AETC CONTRAC

Sheet 1

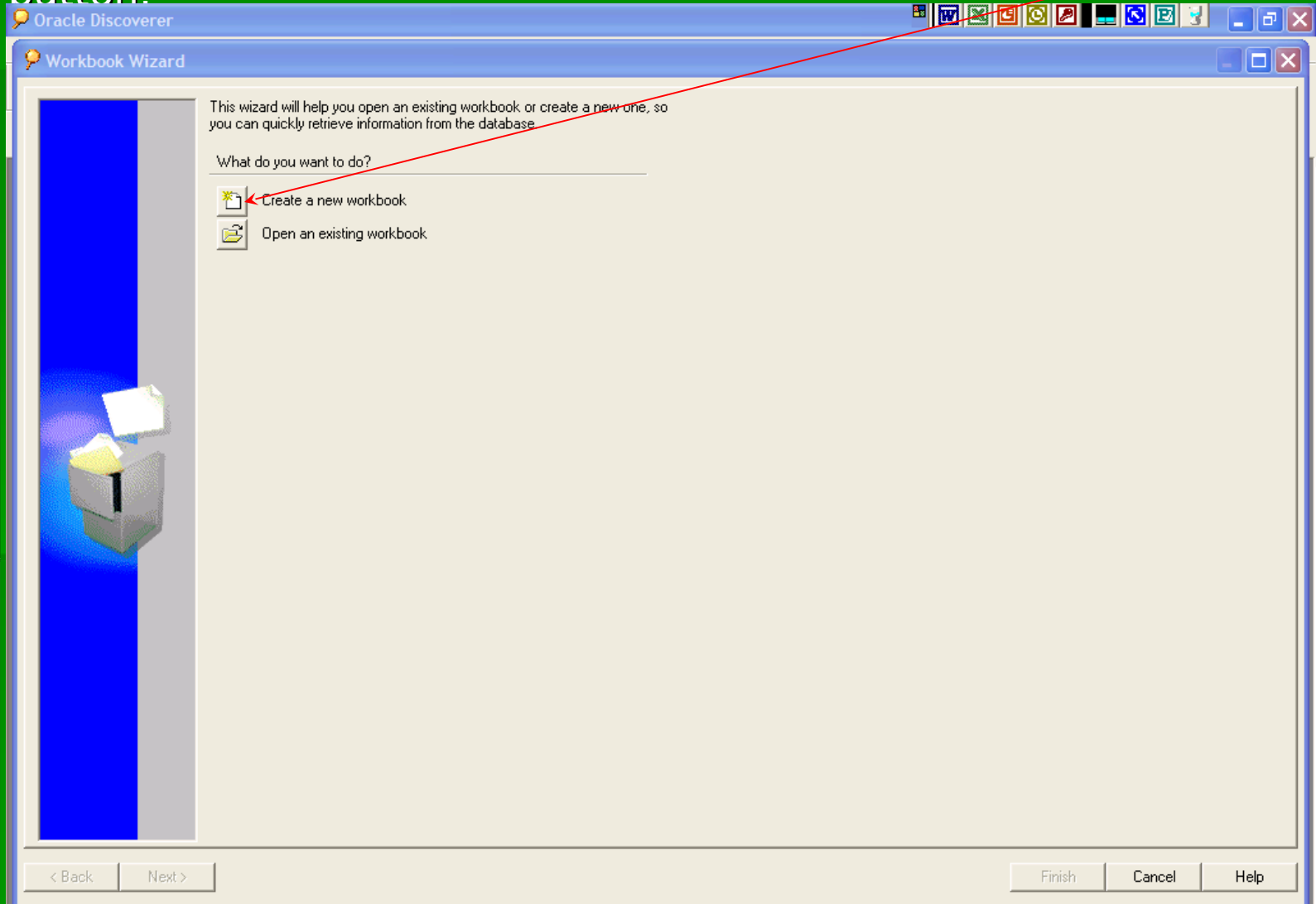
For Help, press F1

start Microsoft Powe... My Documents Oracle Discover... Desktop 10:26 PM

Ad Hoc Queries

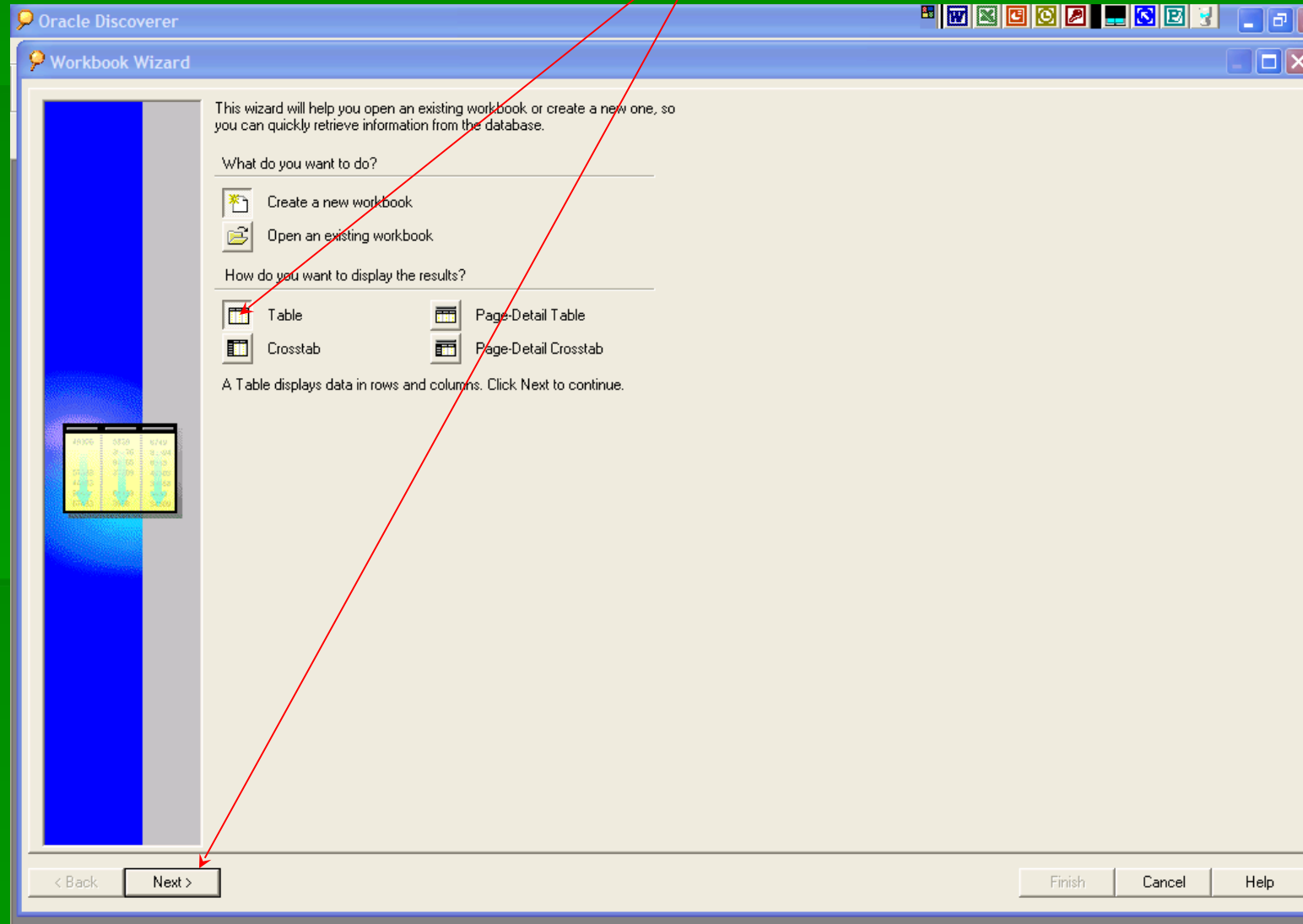
(HeartLink Spouses)

1). Login to Discoverer and click on “Create a new workbook” button.



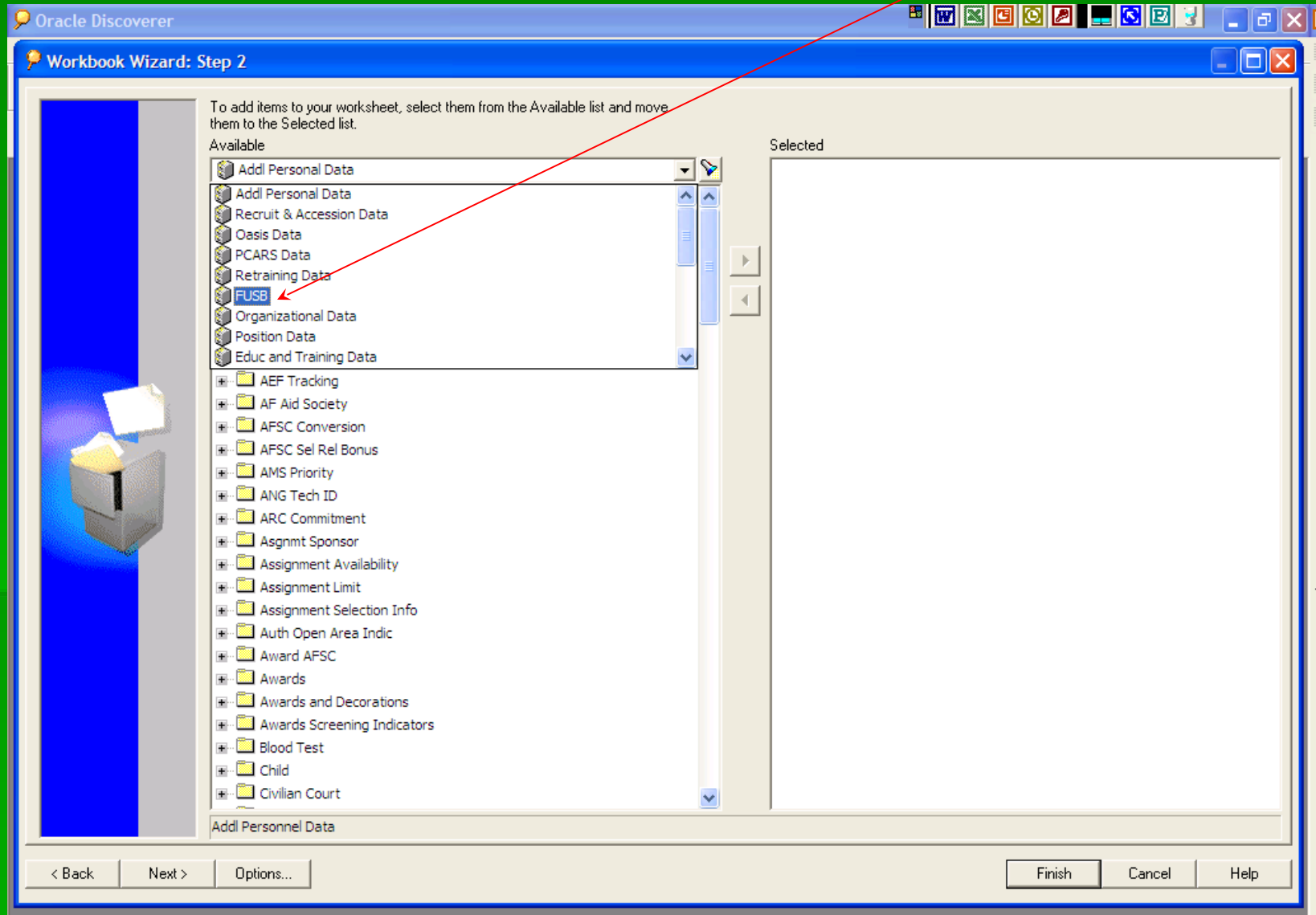
Ad Hoc Queries Cont'd

2). Click on "Table" then "Next" button.



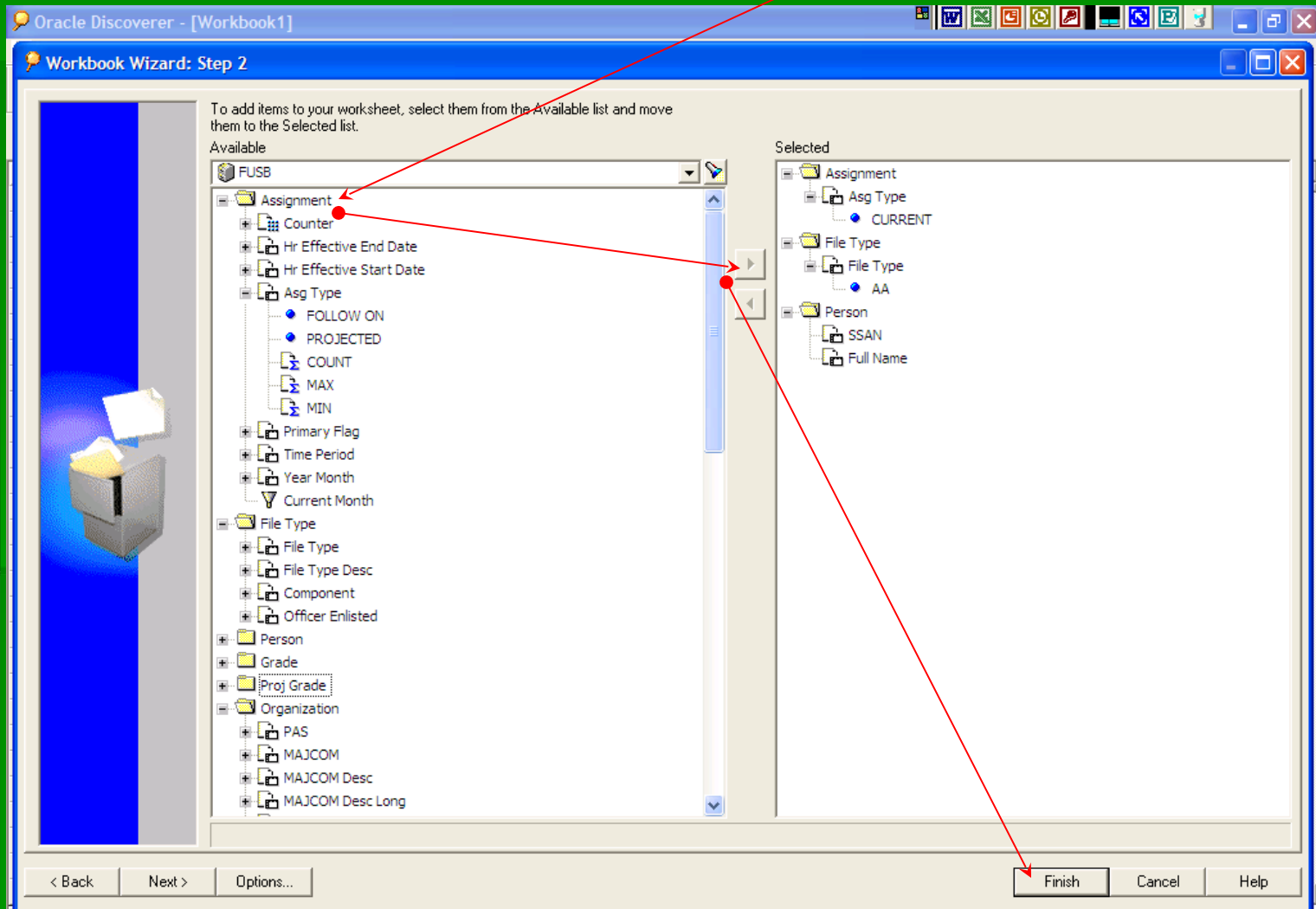
Ad Hoc Queries Cont'd

3). Select Fast User Selection Business (FUSB) area.



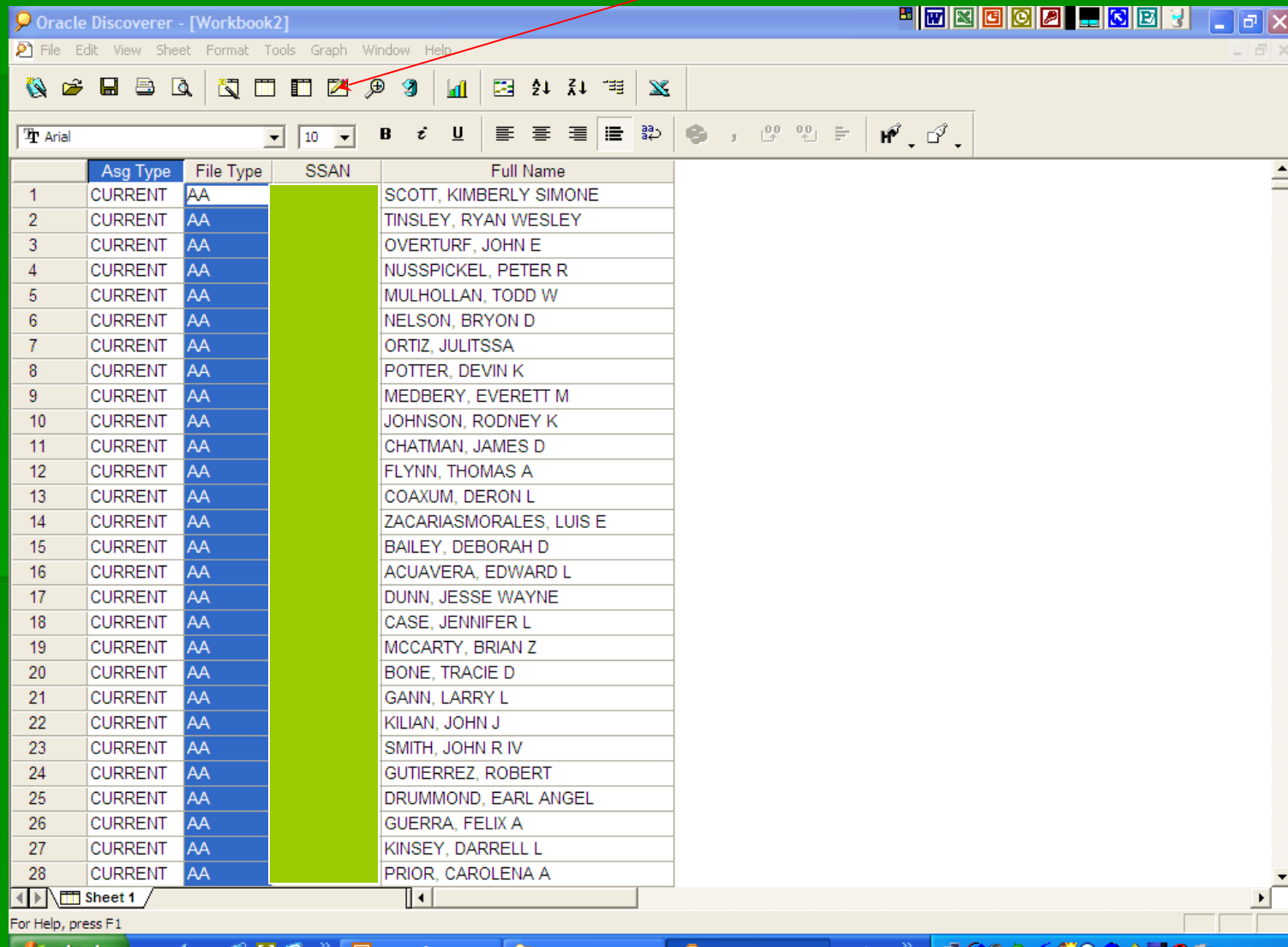
Ad Hoc Queries Cont'd

4). Select "Assignment (Asg) Type, Current" at a minimum then select other desired fields and click "Finish" button.



Ad Hoc Queries Cont'd

5). Query results displayed. Click “Edit Sheet” button to add spouse name from Additional Personal Data Folder.



Oracle Discoverer - [Workbook2]

File Edit View Sheet Format Tools Graph Window Help

Font: Arial, Size: 10, Bold, Italic, Underline, Text Color, Background Color, Borders, Styles, Print, Copy, Paste, Undo, Redo, Find, Replace, Zoom, Window, Help.

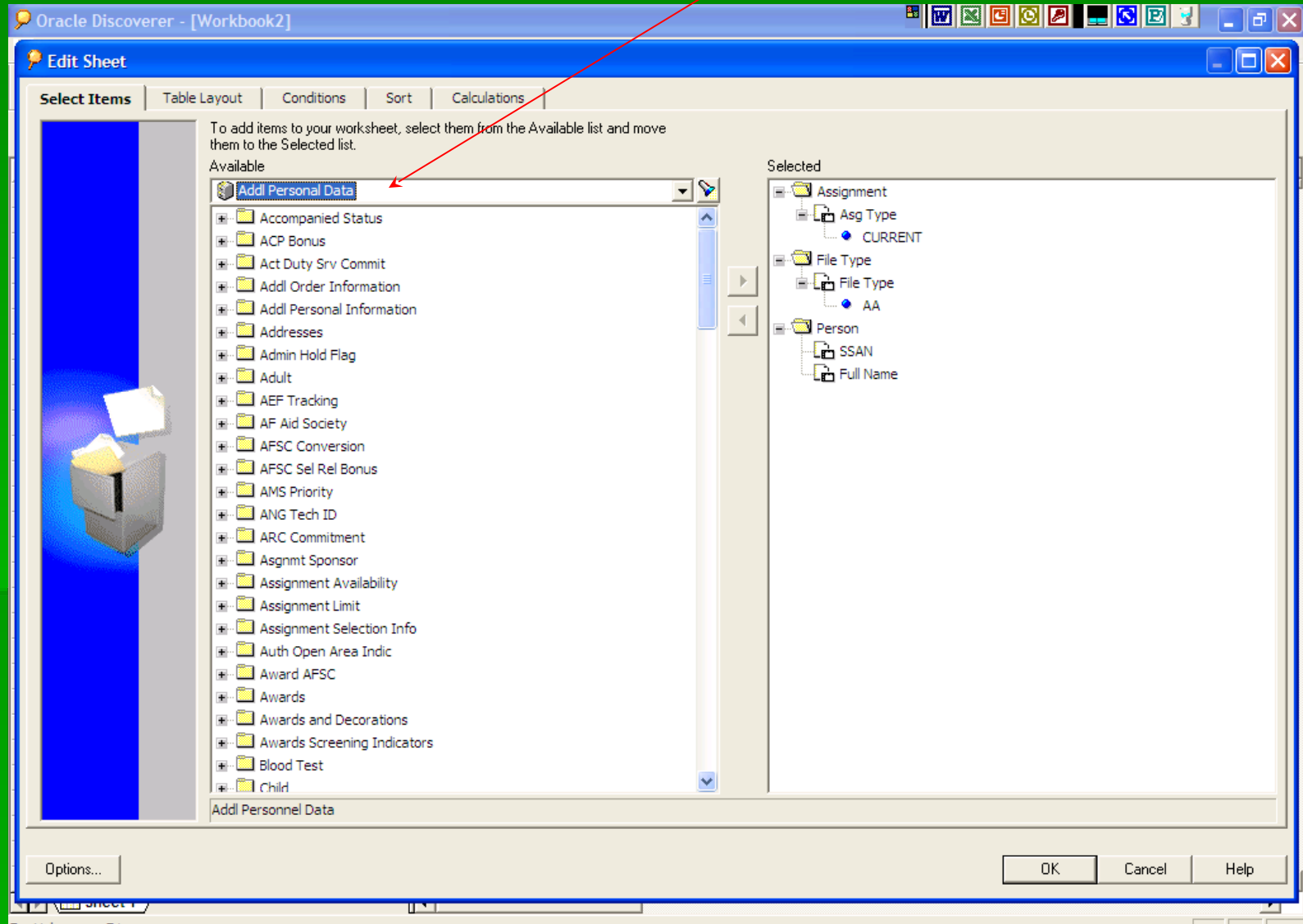
	Asg Type	File Type	SSAN	Full Name
1	CURRENT	AA		SCOTT, KIMBERLY SIMONE
2	CURRENT	AA		TINSLEY, RYAN WESLEY
3	CURRENT	AA		OVERTURF, JOHN E
4	CURRENT	AA		NUSSPICKEL, PETER R
5	CURRENT	AA		MULHOLLAN, TODD W
6	CURRENT	AA		NELSON, BRYON D
7	CURRENT	AA		ORTIZ, JULITSSA
8	CURRENT	AA		POTTER, DEVIN K
9	CURRENT	AA		MEDBERY, EVERETT M
10	CURRENT	AA		JOHNSON, RODNEY K
11	CURRENT	AA		CHATMAN, JAMES D
12	CURRENT	AA		FLYNN, THOMAS A
13	CURRENT	AA		COAXUM, DERON L
14	CURRENT	AA		ZACARIASMORALES, LUIS E
15	CURRENT	AA		BAILEY, DEBORAH D
16	CURRENT	AA		ACUAVERA, EDWARD L
17	CURRENT	AA		DUNN, JESSE WAYNE
18	CURRENT	AA		CASE, JENNIFER L
19	CURRENT	AA		MCCARTY, BRIAN Z
20	CURRENT	AA		BONE, TRACIE D
21	CURRENT	AA		GANN, LARRY L
22	CURRENT	AA		KILIAN, JOHN J
23	CURRENT	AA		SMITH, JOHN R IV
24	CURRENT	AA		GUTIERREZ, ROBERT
25	CURRENT	AA		DRUMMOND, EARL ANGEL
26	CURRENT	AA		GUERRA, FELIX A
27	CURRENT	AA		KINSEY, DARRELL L
28	CURRENT	AA		PRIOR, CAROLENA A

Sheet 1

For Help, press F1

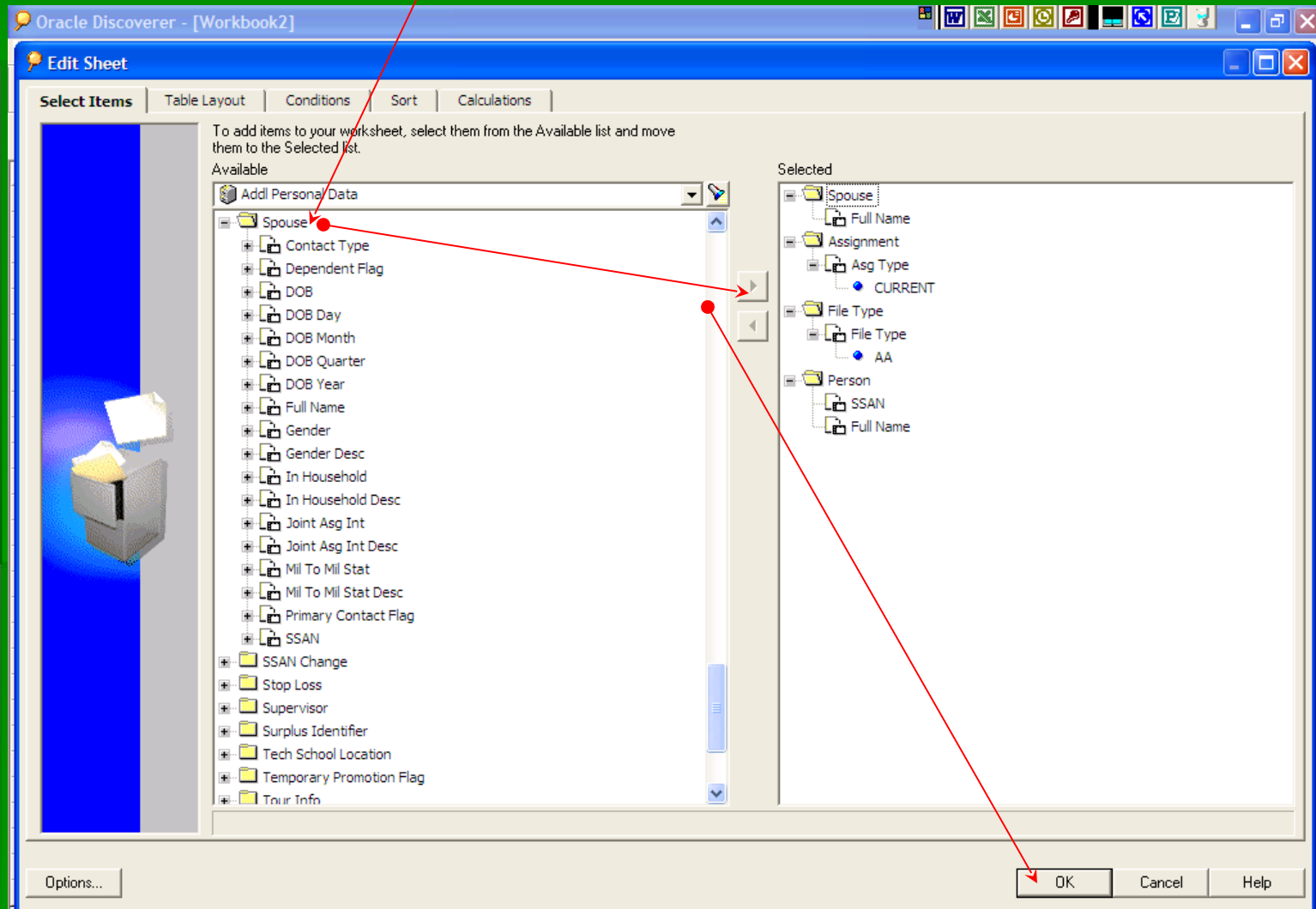
Ad Hoc Queries Cont'd

6). Select "Additional Personal Data folder.



Ad Hoc Queries Cont'd

7). Select "Open Spouse folder" and add Spouse name to Selected fields and click "OK" button.



Ad Hoc Queries Cont'd

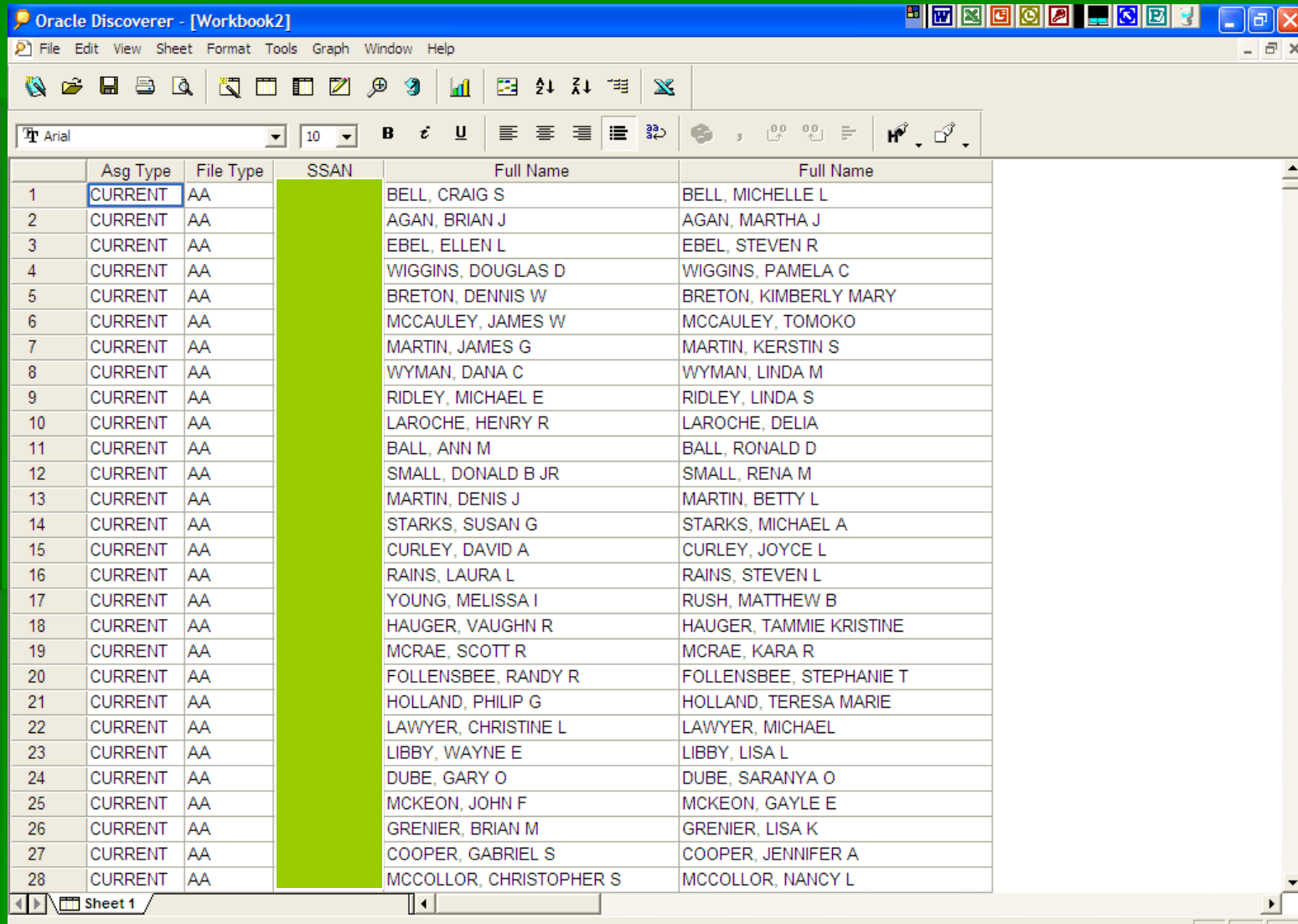
8). Click on “Yes” button to run query.

The screenshot shows the Oracle Discoverer interface with a worksheet titled 'Workbook2'. The worksheet contains a table with the following columns: 'Asg Type', 'File Type', 'SSAN', and 'Full Name'. The 'Asg Type' column contains the value 'CURRENT' for all rows. The 'File Type' column contains the value 'AA' for all rows. The 'SSAN' column is highlighted in green. The 'Full Name' column lists names such as 'SCOTT, KIMBERLY SIMONE', 'TINSLEY, RYAN WESLEY', 'OVERTURF, JOHN E', 'NUSSPICKEL, PETER R', 'MULHOLLAN, TODD W', 'NELSON, BRYON D', 'ORTIZ, JULITSSA', 'POTTER, DEVIN K', 'MEDB', 'JOHN', 'CHAT', 'FLYN', 'COAX', 'ZACA', 'BAILE', 'ACUAVERA, EDWARD L', 'DUNN, JESSE WAYNE', 'CASE, JENNIFER L', 'MCCARTY, BRIAN Z', 'BONE, TRACIE D', 'GANN, LARRY L', 'KILIAN, JOHN J', 'SMITH, JOHN R IV', 'GUTIERREZ, ROBERT', 'DRUMMOND, EARL ANGEL', 'GUERRA, FELIX A', 'KINSEY, DARRELL L', and 'PRIOR, CAROLENA A'. A dialog box titled 'Oracle Discoverer' is displayed over the table, asking: 'This query will take approximately 7 minute(s) 17 seconds to complete. Do you want to continue? Click 'Schedule' to schedule this query for later.' The dialog box has three buttons: 'Schedule...', 'Yes', and 'No'. A red arrow points from the text 'Click on “Yes” button to run query.' to the 'Yes' button in the dialog box.

	Asg Type	File Type	SSAN	Full Name
1	CURRENT	AA		SCOTT, KIMBERLY SIMONE
2	CURRENT	AA		TINSLEY, RYAN WESLEY
3	CURRENT	AA		OVERTURF, JOHN E
4	CURRENT	AA		NUSSPICKEL, PETER R
5	CURRENT	AA		MULHOLLAN, TODD W
6	CURRENT	AA		NELSON, BRYON D
7	CURRENT	AA		ORTIZ, JULITSSA
8	CURRENT	AA		POTTER, DEVIN K
9	CURRENT	AA		MEDB
10	CURRENT	AA		JOHN
11	CURRENT	AA		CHAT
12	CURRENT	AA		FLYN
13	CURRENT	AA		COAX
14	CURRENT	AA		ZACA
15	CURRENT	AA		BAILE
16	CURRENT	AA		ACUAVERA, EDWARD L
17	CURRENT	AA		DUNN, JESSE WAYNE
18	CURRENT	AA		CASE, JENNIFER L
19	CURRENT	AA		MCCARTY, BRIAN Z
20	CURRENT	AA		BONE, TRACIE D
21	CURRENT	AA		GANN, LARRY L
22	CURRENT	AA		KILIAN, JOHN J
23	CURRENT	AA		SMITH, JOHN R IV
24	CURRENT	AA		GUTIERREZ, ROBERT
25	CURRENT	AA		DRUMMOND, EARL ANGEL
26	CURRENT	AA		GUERRA, FELIX A
27	CURRENT	AA		KINSEY, DARRELL L
28	CURRENT	AA		PRIOR, CAROLENA A

Ad Hoc Queries Cont'd

9). View/format results...export to Excel if desired.



Oracle Discoverer - [Workbook2]

File Edit View Sheet Format Tools Graph Window Help

Font: Arial, Size: 10, Bold, Italic, Underline, Text Color, Background Color, Paragraph, Styles, Sort, Filter, Print, Export, Import, Refresh, Undo, Redo, Copy, Paste, Cut, Delete, Insert, Show, Hide, Freeze, Unfreeze, Split, Unsplit, Merge, Unmerge, Sort, Filter, Print, Export, Import, Refresh, Undo, Redo, Copy, Paste, Cut, Delete, Insert, Show, Hide, Freeze, Unfreeze, Split, Unsplit, Merge, Unmerge

	Asg Type	File Type	SSAN	Full Name	Full Name
1	CURRENT	AA		BELL, CRAIG S	BELL, MICHELLE L
2	CURRENT	AA		AGAN, BRIAN J	AGAN, MARTHA J
3	CURRENT	AA		EBEL, ELLEN L	EBEL, STEVEN R
4	CURRENT	AA		WIGGINS, DOUGLAS D	WIGGINS, PAMELA C
5	CURRENT	AA		BRETON, DENNIS W	BRETON, KIMBERLY MARY
6	CURRENT	AA		MCCAULEY, JAMES W	MCCAULEY, TOMOKO
7	CURRENT	AA		MARTIN, JAMES G	MARTIN, KERSTIN S
8	CURRENT	AA		WYMAN, DANA C	WYMAN, LINDA M
9	CURRENT	AA		RIDLEY, MICHAEL E	RIDLEY, LINDA S
10	CURRENT	AA		LAROCHE, HENRY R	LAROCHE, DELIA
11	CURRENT	AA		BALL, ANN M	BALL, RONALD D
12	CURRENT	AA		SMALL, DONALD B JR	SMALL, RENA M
13	CURRENT	AA		MARTIN, DENIS J	MARTIN, BETTY L
14	CURRENT	AA		STARKS, SUSAN G	STARKS, MICHAEL A
15	CURRENT	AA		CURLEY, DAVID A	CURLEY, JOYCE L
16	CURRENT	AA		RAINS, LAURA L	RAINS, STEVEN L
17	CURRENT	AA		YOUNG, MELISSA I	RUSH, MATTHEW B
18	CURRENT	AA		HAUGER, VAUGHN R	HAUGER, TAMMIE KRISTINE
19	CURRENT	AA		MCRAE, SCOTT R	MCRAE, KARA R
20	CURRENT	AA		FOLLENSBEE, RANDY R	FOLLENSBEE, STEPHANIE T
21	CURRENT	AA		HOLLAND, PHILIP G	HOLLAND, TERESA MARIE
22	CURRENT	AA		LAWYER, CHRISTINE L	LAWYER, MICHAEL
23	CURRENT	AA		LIBBY, WAYNE E	LIBBY, LISA L
24	CURRENT	AA		DUBE, GARY O	DUBE, SARANYA O
25	CURRENT	AA		MCKEON, JOHN F	MCKEON, GAYLE E
26	CURRENT	AA		GRENIER, BRIAN M	GRENIER, LISA K
27	CURRENT	AA		COOPER, GABRIEL S	COOPER, JENNIFER A
28	CURRENT	AA		MCCOLLOR, CHRISTOPHER S	MCCOLLOR, NANCY L

Sheet 1

Questions

